

1. What is the deadline to apply for my Rental License?

- Buildings containing forty (40) or more dwelling units, hotels, rooming houses, group living, prior to July 1, but no later than October 31, 2023,
- Buildings containing ten (10) to thirty-nine (39) dwelling units, prior to July 1, but no later than October 31, 2024,
- Buildings containing four (4) to nine (9) dwelling units, prior to July 1, but no later than October 31, 2025,
- Buildings containing three (3) dwelling units, prior to July 1, but no later than October 31, 2026

2. How many Rental License applications are needed for my property?

A separate application must be filed for each building containing 3 or more dwellings, group living dwelling, hotel, or rooming house.

3. What is the fee for the Rental Licensing?

- Dwelling unit license: forty (40) or more dwelling units: sixty dollars (\$60.00), plus forty dollars (\$40.00) per dwelling unit.
- Rooming house license: five hundred dollars (\$500.00) for one (1) to six (6) rooming units, seven hundred fifty dollars (\$750.00) for seven (7) to twelve (12) rooming units, and one thousand dollars (\$1,000.00) for more than twelve (12) rooming units.
- Hotel license: two hundred dollars (\$200.00), plus thirty dollars (\$30.00) per hotel unit.
- Group living license: two hundred dollars (\$200.00), plus thirty dollars (\$30.00) per group living unit.
- Dwelling unit license: ten (10) to thirty-nine (39) dwelling units: sixty dollars (\$60.00), plus forty-five dollars (\$45.00) per dwelling unit.
- Dwelling unit license: three (3) to nine (9) dwelling units: sixty dollars (\$60.00), plus fifty dollars (\$50.00) per dwelling unit.

4. Can the Property Manager sign the Rental License application and submit it?

An application must be signed by the individual owner or, where owned by an entity, a minimum of one (1) principal.

5. Does the Rental License fee include inspection of the property?

Application fees include an initial housing code inspection and an initial fire code inspection. Additional inspections may be charged to the applicant in accordance with the fees set forth in article III of this chapter.

6. What inspections are to be performed in the property?

The City of Hartford shall conduct inspections for any applicable life safety code, such as the State Building Code, Housing Code or the State Fire Safety Code.

7. Can I obtain the Rental License if I have outstanding taxes on the property?

Property taxes for the housing or housing unit, or any fixtures or personal property contained therein or housed thereon, are delinquent. However, the owner may obtain a Rental License if a payment agreement has been entered with the City of Hartford Tax Collector and is in good standing

8. What is the Lead-Safe Inspection Report and is there any exemption from it ?

It is a report by a certified lead inspector documenting that the housing or housing unit is lead safe for buildings constructed before 1978, if a unit is being or will be rented to an individual the age of six (6) years or younger. The report may be waived by the director of Licenses and Inspections where the owner affirmatively declares that no unit is or will be occupied by an individual under the age of six (6) years and provides proof in a form requested by the Director of Licenses and Inspections, the requirement of a lead risk assessment report may be waived. The applicant should follow the instructions provided on the Lead-Safe Report guidance, please find the document here [Apply for a Rental License – City of Hartford \(hartfordct.gov\)](#)

9. What is the Heating Facility Inspection Report and how should I do it?

A heating facility inspection report, dated within the twelve (12) months preceding the application submission date and indicating that the heating facility for such premises has been inspected within the last year by a person licensed to design, construct or repair a heating facility and that such heating facility meets the requirements of this chapter, except that no such report shall be required for a heating facility that has a City Building Department certificate of approval for all primary components and is ten (10) years old or less. The applicant should complete the Heating Facility Certification form, please find the document here [Apply for a Rental License – City of Hartford \(hartfordct.gov\)](http://hartfordct.gov)

10. How long does it take for me to get the Rental License?

The director of licenses and inspections shall make best efforts to render a decision on an application within sixty (60) days of the date on which the applicant has submitted a complete application. If the city fails to render a formal decision by such date, a temporary license shall be deemed to have been issued while the application review proceeds, provided, however, that if the owner or owners allow occupancy of the housing prior to such formal decision, the owner or owners shall hold the city harmless and may not recover from the city for damages or losses that may result if the formal decision is a denial.

11. What happens with a Rental License and with a Rental License application when ownership changes?

- *Rental License* --- Rental Licenses for dwellings, dwelling units, hotels, hotel units, group living, group living units, rooming houses, and rooming units shall automatically be transferred to a subsequent owner, subject to satisfaction of the requirements of section 18-26, upon transfer of the applicable property. A quit claim, warranty or other deed form shall be sufficient to accomplish that transfer even if the deed does not specifically mention the transfer.

Rental License Application --- The current owner should notify the Rental Licensing Program of the transfer and provide the name and contact information of the new owner. The new owner will be responsible for the accuracy of the information provided.

12. What are my responsibilities during 4 years of an active Rental License?

The issuance of a license shall not relieve the owner and operator of the responsibility to maintain the property, make general repairs, maintain fire protection equipment, manage solid waste, maintain housing standards, maintain and preserve historic housing, repair and clear of sidewalks and public ways, maintain landscaping (including trees and green infrastructure) pursuant to the zoning regulations and perform other responsibilities required by any other law, rule, or regulation. Failure can result in suspension or revocation of the Rental License. The Fire Marshal will conduct the required yearly inspections during the four years of an active Rental License.

13. Do I need to display the Rental License in my property?

The owner must display a copy of any city license in a conspicuous place within the common areas of the housing, in a location that is within ten (10) feet of the front door, or in a common mailroom accessible by tenants, or in a weather-proof display case mounted outside of the front wall of the housing; ensure that such posting not be defaced, marred, camouflaged, hidden, or removed; and within three (3) business days of a defacement, marring, or removal, replace the posting or, if available from the director of licenses and inspections, request a replacement copy of the posting, pay a twenty-five dollar (\$25.00) fee to the city, and promptly post upon receipt.

14. What happens if I do not apply for a Rental License?

Failure to submit an application for a license as required under this article, including failure to submit a complete application and failure to submit a license renewal application within the applicable application period, will result in an additional fee of one thousand dollars (\$1,000.00) per application required, in addition to other penalties that apply for violating this chapter, which shall include penalties described in sections 18-104(A) and 18-104(C) of the Hartford Municipal Code.