1. **How do I apply for Rental License?**

https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-a-Rental-License

2. **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, 2025, but no later than June 30, 2026,
- Buildings containing three (3) dwelling units, prior to July 1, but no later than October 31, 2026.

3. **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.

4. **What is the fee for the Rental Licensing and how is it paid?**

- 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.

- The Rental License application fee can be paid online while submitting the application or by paying a check to the city of Hartford entering the property address on the memo line of the check. In case of mailing, please use the and mailing address as follows: City of Hartford, Division of L&I, Rental Licensing Program, 260 Constitution Plaza, Hartford, CT 06103.

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

No, an application MUST be signed by the individual owner or, where owned by an entity, a minimum of one (1) principal.

6. **What property inspections are to be performed by the City of Hartford?**

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

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

No, property taxes for the housing or housing unit, or any fixtures or personal property contained therein or housed thereon, must be current. 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 State of CT 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. 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 https://www.hartfordct.gov/files/assets/public/v/1/development-

services/housing/housing-documents/lead-risk-assessment-report-guidance-document.pdf

9. **What is the Heating Facility Inspection Report and how should I do it?**
   To comply with the City of Hartford's Rental License Program, property owners must provide a **Heating Facility Certification** form signed by a licensed contractor. This report must verify that the heating system has been inspected within the **last year** and is in good, safe working order. An inspection report is not required, however, if the heating facility is **10 years old or less** and possesses a City Building Department Certificate of Approval for all its primary components. If your system does not meet those specific age and certification criteria, you must ensure a contractor licensed to design, construct, or repair heating facilities completes and signs the official form found on the Heating-Facility-Inspection-Report-Form-Approved-11-24-25 (2).pdf

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 the Hartford Municipal Code, section 18-26, upon transfer of the applicable property.

- *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. Note: 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 daily fines and 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.