



*****NOTICE TO OWNERS OF RENTAL PROPERTIES*****

Rental Licensing Program (RLP): In November, 2019, the City of Hartford enacted a new licensing program aimed to protect the health and safety of residents of rental buildings. It requires that owners have an active Rental License for each building covered under the RLP to legally operate in the City of Hartford. The RLP requirements apply to residential rental buildings containing three (3) or more units, hotels/motels, rooming houses and group living. There are limited exemptions, including three (3) unit buildings wherein the owner is an occupant. Once issued, a Residential License replaces the requirement of a Certificate of Apartment Occupancy (CAO) for any individual unit. For more on the Rental License Program and a list of housing code requirements, please view the Housing Code of the City of Hartford at: https://library.municode.com/ct/hartford/codes/code_of_ordinances?nodeId=PTIIMUCO_CH18HO .

In February, 2023, the Rental License Program ordinance was amended to extend application deadlines for the various buildings covered by the RLP. Under the amended schedule, the first phase applications are due prior to July 1, but no later than October 31, 2023, and include buildings containing forty (40) or more dwelling units, hotels/motels, and group living structures. The remaining building types are phased in yearly as shown in the application and fee schedule chart below. However, buildings for which a Citation was issued for five (5) or more Municipal Housing Code violations may be advanced into the RLP at any time earlier than otherwise required.

To obtain a Rental License, the owner must submit a complete RLP application with all required documents and fees, be compliant with applicable health and safety codes, pass inspections by the City of Hartford Fire Marshal and Housing Code Enforcement and submit a lead-safe inspection report by a CT licensed Lead Risk Assessor. Once approved, a four (4) year Rental License will issue, conditioned on continued compliance with health and fire safety codes, and successful yearly inspections by the City of Hartford Fire Marshal's Office. A renewal application with the same requirements is due before the current Rental License expires. Those owners that applied for a Rental License under the previous schedule for applications will be licensed for a period of four (4) years from October, 2023, conditioned on continued compliance.

Be advised that a one thousand-dollar (\$1,000) penalty will be added to applications filed after the stated building application period. Failure to file will also result in the issuance of a formal notice of violation, which can lead to daily fines per day for each dwelling unit in a building lacking the Rental License, and other penalties per the Hartford Housing Code.

A Rental License application must be submitted for each residential rental building separately. The Rental License application and further program information may be found through this link: <https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-a-Rental-License>

RENTAL LICENSE APPLICATION AND FEE SCHEDULE

Rental Structure Type	Rental Licensing Application Submission	Rental Licensing Cost	Duration of License
Hotel/Motel	July 1, 2023 through October 31, 2023	\$200, <i>plus</i> \$30 per Unit	4 Years
Rooming House	July 1, 2023 through October 31, 2023	<u>\$500 (1 to 6 Units)</u> <u>\$750 (7 to 12 Units)</u> <u>\$1,000 (more than 12 Units)</u>	4 Years
Dwelling Units 40 or more per Building	July 1, 2023 through October 31, 2023	\$60, <i>plus</i> \$40 per Unit	4 Years
Group Living	July 1, 2023 through October 31, 2023	\$200 <i>plus</i> \$30 per Unit	4 Years
Dwelling Units 10 to 39 per Building	July 1, 2024 through October 31, 2024	\$60, <i>plus</i> \$45 per Unit	4 Years
Dwelling Units 4 to 9 per Building	July 1, 2025 through October 31, 2025	\$60, <i>plus</i> \$50 per Unit	4 Years
3 Dwelling Units except where owner-occupied	July 1, 2026 through October 31, 2026	\$60, <i>plus</i> \$50 per Unit	4 Years

Certificates of Apartment Occupancy (CAO): Residential structures not covered under the Rental License Program still require a Certificate of Apartment Occupancy before each change of tenancy. This does not include one or two dwelling buildings, owner-occupied units, new construction, or substantially re-constructed buildings. The application fee for a CAO is twenty-five dollars (\$25) per apartment or housing unit. This fee will cover the processing of the application and the inspection by a Housing Code Enforcement Inspector. If the apartment or housing unit fails the inspection due to the presence of code violations, the owner will have thirty (30) days to correct the violations and request a re-inspection. If the re-inspection is requested beyond this period, then an additional \$100 inspection fee will be charged to the owner.

The application for a CAO may be made through this link:

<https://www.hartfordct.gov/Government/Departments/DDS/DDS-Services/Apply-for-CAO>

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