



## APPLICATION FORM

### Five-Year Alternative Inspection Plan

Property Information	
Street Address:	Zip:
Registration Number: RENT-	Total Number of Units at the Property:
Does the property use a dumpster(s) or other bulk container(s) for trash removal?      Yes      No	
Was the property built before 1978? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any external fire escapes attached to the building(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the building(s) 7 or more stories high? <input type="checkbox"/> Yes <input type="checkbox"/> No, the building is less than 7 stories high.	

Owner Information		
Name (Individual or Company):		
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____		
Number of rental properties in Boston owned by this owner (attach a list of addresses):		
Street Address:		
City:	State:	Zip:
Phone:	Email:	
Mailing Address:		

Property Manager/Agent Information		
Company Name:		
Contact Name:		
Street Address:		
City:	State:	Zip:
Phone:	Email:	
Mailing Address:		

Enforcement History:
Has this or <i>any other rental property</i> owned by this owner ever been subject to any enforcement action by ISD, the Public Health Commission, or the Office of Fair Housing and Equity? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (attach a separate page if necessary):



## **The Five-Year Alternative Inspection Plan**

The Five-Year Alternative Inspection Plan ("Five-Year Plan") is a program available to landlords with an excellent history of property management and compliance with City and State codes. If the application is successful, the property will be exempted from inspection under CBC 9-1.3 for a period of five years, as long as it remains in good standing. The fee for inspections under this program is \$50 for the first unit at the property and \$10 for each additional unit at the property. Fees are invoiced at the end of the process. To apply, you must submit the following documentation to the Housing Division within 90 days of receiving your selection notice:

- The completed application form on the reverse side of this notice. *Please note that no plan will be granted to any applicant who omits or misrepresents information on the application, including the section on enforcement history.*
- A management plan outlining how the property is maintained and how tenant concerns are addressed. Please view our sample management plan under Forms and Resources at: <http://www.boston.gov/rental-inspections>
- A complete list of rental properties owned by the same owner and located in the City of Boston
- A *notarized* affidavit attesting that the owner owes no debt, fine, fee, penalty or lien to the City outstanding for more than 12 months
- A *notarized* affidavit attesting that the property is being used in accordance with its Certificate of Occupancy (CO). (We advise that you check your CO with the Building Division to ensure that the permitted number of units matches the actual number of units.)
- A copy of a current Fire Escape Certificate for each external fire escape attached to the building. (If you do not have this certificate, you must apply immediately through the Building Division, as you are in violation of City ordinance.)
- A copy of a current Façade Certificate if the building is at least 70 ft or 7 stories tall. (If you do not have this certificate, you must apply immediately through the Building Division, as you are in violation of City ordinance.)
- A copy of a current Site Cleanliness License if the property uses a dumpster or other bulk refuse container for trash removal. (If you do not have this license, you must apply immediately through the Environmental Services Division, as you are in violation of City ordinance.)

**Please submit all required documents at one time and as part of the same application in person or by mail to the address below. Incomplete applications will be denied. Applications will only be accepted for properties that receive a selection notice; do not submit applications for additional properties.**

Inspectional Services Department  
Housing Division, 5<sup>th</sup> floor  
1010 Massachusetts Ave  
Boston, MA 02118

In addition to the application materials, the Housing Division will review the following:

- Complaints and violations related to the property and other properties owned by the same owner
- Results of past inspections
- The rental registrations on all properties owned by the owner (Settle back-due registrations before filing your application.)
- Open code enforcement tickets (Settle open tickets before filing your application.)
- The current state of the property (An ISD inspector will inspect the property, including a randomly selected subset of units.)
- Other information deemed relevant to the application.

If you have questions, please see <http://www.boston.gov/five-year-plan> or phone the Inspectional Services Department at 617-635-5300.