



Contact: Zoning Administrator
City of Williamsburg
Department of Planning & Codes
Compliance

401 Lafayette Street
Williamsburg, Va. 23185-3617
757.220.6133
planning@williamsburgva.gov

Tenant Rental Agreement – 4-Unrelated Persons

Sec. 21-619 Increase in Residential Occupancy for Single Family Detached Dwellings Guidelines & Requirements for Renters

By my signature below I acknowledge that I have read, understood, agree to the following:

1. Prior to occupancy:
 - a. The owner must provide a copy of the lease with the names and telephone numbers of all occupants. All tenants must be signatories on the lease,
 - b. The owner/agent must provide each of the occupants with this Tenant Rental Agreement, and
 - c. All occupants must sign and return this, acknowledging that they have read and agree to comply with the requirements of the program.
2. Sublets must be submitted in writing, including the names and telephone numbers of the vacating and new tenants, as well as the start and end dates of the sublease.
3. The Zoning Administrator will inspect the dwelling annually. The first inspection will be conducted upon occupancy.
4. When all conditions have been met, the Zoning Administrator will issue a Certificate of Occupancy, which will expire on May 31st of the fourth year. After four (4) years, renewal will require the issuance of a new Certificate of Occupancy.
5. The Certificate of Occupancy may be revoked upon repeated, founded complaints of excessive noise, litter, or other violations of the Zoning Ordinance, the Virginia Uniform Statewide Building Code (Chapter 12), or the Virginia Statewide Fire Prevention Code. Complaints are deemed founded after an investigation by the police, fire marshal, building inspector, zoning administrator, or other appropriate member of city staff determines that it is more probable than not that the violation has occurred.
6. The dwelling is subject to inspection after the filing of a reasonable complaint that more than four occupants are residing at the dwelling. The Zoning Administrator must provide at least 24 hour notice prior to inspection. The occupants will permit the inspection of every room for the sole purpose of determining the number of people residing in the dwelling.

Occupant Name:

Signature:

Date:



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Owner/Agent Affidavit

The Owner/Agent affirms that he/she has provided the Lease Signatories for *[Property Address]* _____ with the Tenant Rental Agreement on *[Date]* _____.

Owner/Agent Name:

Signature:

Date:

[Owner/Agent Name] _____ has appeared before me in the City of Williamsburg, Virginia on *[Date]* _____ in the presence of the undersigned notary.

Notary Public:

Commission Expiration: