



January 7, 2020

Dear Property Owner or Manager

The Brandon Rental Housing Code (BRHC) requires owners of rental housing, or the managers of rental properties, to provide an annual Statement of Compliance for each rental housing unit they have, occupied or vacant. The complete BRHC is available on our website at www.townofbrandon.com under documents.

Please take the time to perform this basic safety inspection of your rental unit(s) and complete a copy of enclosed form for each unit. If you are unable to complete the inspection yourself, you may appoint an agent. Forms may be forwarded to local managers of record. Please make copies of the included inspection form as needed. The form is also available on the Rental page of the town website.

Please return the completed Statements (1 per each unit) along with the fee of \$25.00 for each unit, to the town office, **no later than February the 21st 2020**.

Keep in mind that in addition to the annual Statement of Compliance, the BRHC requires that upon **Every change of tenant**, a new Certificate of Occupancy (CO) be issued prior to being occupied by a new tenant.

Sincerely,

Thomas Kilpeck

Town Health Officer,
Rental Housing Officer,

E911 Coordinator,

Town of Brandon

49 Center Street

Brandon, VT 05733

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Properties listed for your company