



DOCUMENT CHECKLIST



PLEASE ENSURE THAT ALL BELOW IDENTIFIED DOCUMENTATION IS SUBMITTED WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS **WILL NOT** BE ACCEPTED AND MAY RESULT IN ADMINISTRATIVE PENALTIES :

CHECK BOX BELOW



<input type="checkbox"/> Copy of Proof of Ownership (deed, tax or utility bill)	<input type="checkbox"/>
<input type="checkbox"/> Copy of Rental Property's Insurance with a <u>\$2, 000, 000.00</u> liability	<input type="checkbox"/>
<input type="checkbox"/> Proof of conformance to the Electrical Safety Code (<u>Signed Letter from a Certified Electrical contractor</u>)	<input type="checkbox"/>
<input type="checkbox"/> Copy of Self-Certification Checklist	<input type="checkbox"/>
<input type="checkbox"/> Site Sketch (not the same as floor plan – refer to sample in package)	<input type="checkbox"/>
<input type="checkbox"/> Floor Plan (new builds – may be obtained from builder)	<input type="checkbox"/>
<input type="checkbox"/> Fire Safety Plan (11 or more occupants only)	<input type="checkbox"/>
<input type="checkbox"/> Maintenance Plan	<input type="checkbox"/>
<input type="checkbox"/> Articles of Incorporation / Corporate Profile Report (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> All applicable fees (<u>\$500 new applications</u>) / (<u>\$400 renewal applications</u>)	<input type="checkbox"/>