



# 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 Program

The Five-Year Alternative Compliance Plan is a program available to landlords with an excellent history of property management and compliance with City and State codes.

**To apply, you must submit the following documentation to the Housing Division by March 19, 2020:**

1. A completed application form. (<https://www.boston.gov/rental-inspections> under Forms & Resources)
2. A management plan outlining how the property is maintained and how complaints are addressed. (Example available at Forms & Resources at: <http://www.boston.gov/rental-inspections>)
3. A complete list of other properties in Boston owned by the same owner
4. A *notarized* affidavit attesting that the owner owes no debt, fine, fee, penalty or lien to the City of Boston outstanding for more than 12 months
5. A *notarized* affidavit attesting that the property is being used in accordance with its Certificate of Occupancy (CO). (You must submit a copy of the Certificate of Occupancy from the Building Division . You must update your Certificate of Occupancy if necessary.)
6. 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.)
7. 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.)
8. A copy of a current Site Cleanliness License if the property has more than four units. (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 documentation at one time and as part of the same application. Incomplete applications will be denied. Applications received after March 19, 2020 will not be accepted.\****

**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.)
- Inclusion on the City's Problem Property list
- The current state of the property (An ISD inspector will inspect the property, including a randomly selected subset of units.)
- Other information deemed relevant and pertinent
- For more information, please visit our website: <https://www.boston.gov/five-year-plan>