



January 15, 2019

Dear Owners and Managers of Rental Properties:

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 a basic safety inspection of your rental unit(s) and complete the enclosed form. 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 unit) along with your fee of \$25.00 for each unit, to the town office, **no later than March the 1st, 2019**.

Keep in mind that in addition to the annual Statement of Compliance, the BRHC requires that upon a change of tenant, a new Certificate of Occupancy (CO) be issued prior to being occupied by a new tenant. If you have had a change of tenants during the year, and require a new CO, please contact me at 247-3635, Ext. 217.

Sincerely,

Thomas Kilpeck

[Town Health Officer,](#)
[Rental Housing Officer,](#)
[E911 Coordinator,](#)
Town of Brandon
49 Center Street
Brandon, VT 05733
(802) 247-3635 ext. 217
tkilpeck@townofbrandon.com

Properties listed for your company

BRANDON RENTAL HOUSING CODE ANNUAL STATEMENT OF COMPLIANCE

_____ Address of Rental Property	_____ Unit #
_____ Property Owner's Name	_____ Phone #
_____ Mailing Address	_____ Email
_____ Contact / Agent / Manager	_____ Phone #
_____ Mailing Address	_____ Email
_____ Name of Tenant <i>(If unit is not rented indicate "vacant")</i>	_____ Certificate of Occupancy #

Yes___ **No**___ Does this unit have working smoke alarm(s), on each level of the dwelling, including basements, and within each bedroom or room used for sleeping? Hardwired with battery backup, Photoelectric type NFPA 101-31.3.4.5.

Yes___ **No**___ Does this unit have a working Carbon Monoxide Alarm, in the immediate vicinity of each sleeping room? A CO alarm is also required **in** each sleeping room that contains a fuel burning appliance. NFPA 101-31.3.4.6

Yes___ **No**___ Does this unit have a fire extinguisher, visible & accessible, with current agency inspection tag? NFPA 1-13.6

Yes___ **No**___ Does this unit have access to at least two separate unobstructed exits? NFPA101-31.2.4.1
If exception applies, explain why. _____

Yes___ **No**___ Does each sleeping room have an egress window? Easily opened, at least 20" wide & 24" tall and provide an opening of at least 5 sq. Ft, less than 44" from bottom above the floor. NFPA 101-24.2.2.1

Yes___ **No**___ Has a wood or solid fuel appliance been installed since the Certificate of Occupancy was issued?

Yes___ **No**___ Is there compliance with Housing Health Code Sections, such as proper lighting, ventilation, wiring, heating, sanitation, and structural conditions?

Yes___ **No**___ Does the property comply with the Vermont Lead Law? Has an EMP (Essential Maintenance Practices) been filed with the Vt DOH within the past 12 months? Notice to Tenants been provided? 18 VSA Chapter 38, ss 1759

Yes___ **No**___ Does the property comply with the Brandon Street Naming and Addressing Ordinance? Address number posted near the entrance, visible from the road, and of the proper size and coloring?

I certify that I have physically inspected the above rental unit and have found that it is in compliance with the Brandon Rental Housing Code. Please include a check for the \$25 per unit fee with this compliance statement.

Signature of Owner/Agent Inspecting Printed Date

Signature of Tenant or Witness Printed Date