



September 8, 2011

Dear Property Owner:

The Town of Granville is extending the date of the Rental Property Registration that was discussed at the public Town meeting in April. Property owners should have already registered rental properties located in the corporate limits of Granville, however we understand that newly added city ordinances are sometimes overlooked and want to give our property owners every opportunity to comply with the Granville Municipal Codes.

Please take a few minutes to review the enclosed material and complete the necessary forms. Completed forms need to be returned to our office by **September 30, 2011** in order to avoid fines and penalties. If forms are not received by this date, **property owners will be issued a citation and fined between fifty (\$50) and five hundred (\$500) dollars per property.** If you need assistance in completing the forms, please call or stop by our office located at 233 Dents Run BLVD.

After rental registrations are received, our office will contact you to schedule an appointment for a property inspection. At the time of inspection, a code enforcement officer will enter the property and determine if any property violations of the maintenance codes exist and will further advise if any violations are found.

FAILURE TO COMPLY WILL RESULT IN FINES AND PENALTIES TO PROPERTY OWNERS. Please feel free to contact this office at (304) 599-5080 with any questions or concerns. Additional information can also be found at our website www.granvillewv.com.

If you have already completed an application and property worksheet, please take a few minutes to complete a new one as we are in a new quarter and want to be sure that all records are as current as possible. Any fees that have been paid will apply to your account. Thank you for your cooperation in this matter.

Sincerely,

Latina M. Parrish, BA
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