



Department of Code Administration  
301 King Street, Room 4200  
Alexandria, Virginia 22314

Phone: 703.746.4200  
FAX: 703.549.4589

www.alexandriava.gov

Date

Subject:

### **Initial Application Notice**

Dear Sir/Madam.

One of the primary goals of the Department of Code Administration is to ensure the maintenance of existing structures and the preservation of a safe housing stock. The purpose of the Residential Rental Inspection Program is to promote and secure safe, decent, and sanitary housing in compliance with the Virginia Maintenance Code and Sections 8-1-110 through 8-1-121 of the code of the City of Alexandria.

The property/properties identified below is/are located within an inspection district as set forth in the Code of the City of Alexandria and are due for initial or re-inspection as set forth in the above mentioned program. Accordingly, you are required to complete and submit the enclosed application to the address shown below within 10 days of receipt of this notice.

Each inspection incurs a fee of \$75.00 per unit inspected. The fee is limited to \$750.00 for multifamily properties where more than 10 units need to be inspected. This fee includes the initial inspection and one re-inspection. Each subsequent re-inspection will incur an additional fee of \$50.00. All checks must be made out to *The City of Alexandria* and sent to the following address along with the completed application:

City of Alexandria  
Department of Code Administration  
c/o Alexandria Permit Center  
301 King Street, Suite 4200  
Alexandria VA 22314

Please note that staff will contact you to schedule an inspection as soon as the completed application and attached fee are received. It is important to note that failure to submit a Property Registration Form or complete inspection requirements subjects the property owner to civil penalties.

6/15/2022

Subject: **RRI Application Letter**

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If you have any questions regarding this program, please contact the Maintenance Code Division at 703.746.4200. We thank you in advance for cooperation and assistance.

Sincerely,

*Andrea Scates*

Andrea Scates, Division Chief, Maintenance Code

Enclosure: Property Registration Form