

HOUSING DEPARTMENT
Town of Wallingford 45 South Main Street, Room G-40
As of September 2021

INSTRUCTIONS FOR LANDLORDS

1. Fill out "Application for Rental Housing Code Inspection" form (visit www.WallingfordCT.gov, see Building) OR obtain form from Building Department, address above between 8:00am – 5:00pm.
2. Mail back or return Application to Building Department address above along with \$10.00 check per unit.
3. Housing Department will call you to arrange time(s) for inspection.
4. Housing Inspector will leave on copy of inspection report onsite or mail to you. If any deficiencies are found all repairs must be made and a re-inspection is required.
5. Wallingford Town Ordinance requires tenant spaces to be inspected every 5 years or change in tenant.
6. For reference please see Town website for "Housing Check List".

PLEASE NOTE

Housing Department Inspectors will **NOT** accept applications and/or payments in the field. Applications and Payments are to be submitted to the Building Department at address above.