



Mayor
Timothy Clark

Council President
Scott Harden

Councilors
Patricia Smith

Bruce Nissen

Mark Clark

Residential Rental Property Inspection Program Instructions

In order to obtain or renew a residential rental property license, the owner or Property Management Company must comply with the following:

1. Provide each tenant with a copy of the Rental Property Notice Checklist. Copies of this document in English, Spanish, Russian and Ukranian are available at Wood Village City Hall located at 2055 NE 238th Drive, Wood Village, OR 97060 and on our website www.WoodVillageOR.gov . Please provide the appropriate language to your tenants to permit them to respond.
2. Please sign a statement that all existing tenants have received a copy of the Rental Property Notice Checklist and that new tenants will receive a copy at the time of occupancy. The statement can be on your stationery, or you can cut and sign the statement below.
3. Provide the City of Wood Village with a copy of the signed statement during the rental license process.

I certify that I have delivered to each existing tenant in rental housing owned or managed by the undersigned a copy of the Rental Property Notice. I certify that new tenants will also be provided a copy of the Rental Property Notice Checklist upon occupancy of the rental unit.

Property Owner or Manager

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Rental Address: _____