

**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](http://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.