



PEABODY  
RESIDENTIAL

## **Business License Instructions and Information**

As an owner of a property in Washington DC, it is required that you obtain a Business License for your home as you are intending to rent it. We will begin marketing the property as planned with you, so it will not delay the process, but it is important to take care of this as soon as you can. This process has become much easier thanks to Rent Jiffy, a company we refer our clients to assist with the process. They have a great website that allows you to complete the application on-line to help save you time.

To get started, please visit [www.RentJiffy.com](http://www.RentJiffy.com) and click on the **RENTAL PROPERTY LICENSES (GET STARTED)** button.

**Below are the Sections of the Application we would like you to fill out with the provided information.**

### **RENEWAL INFORMATION:**

#### ***WHERE SHOULD BILLS BE MAILED TO?***

##### ***Property Manager***

We would like you to send us the renewal bills in order to ensure that we can pay them for you and keep track of the receipts.

### **PROPERTY MANAGER:**

#### **WHO MANAGES YOUR PROPERTY?**

##### **Property Manager**

**Company Name** – Peabody Residential

**Name** – Property Manager

**Phone** – 703-436-6964

**Email** – [Info@PeabodyResidential.com](mailto:Info@PeabodyResidential.com)

**Street** – 11890 Sunrise Valley Dr. Suite 101

**City** – Reston

**State** – Virginia

**Zip Code** – 20191

**REGISTERED AGENT:**

***SELECT YOUR RESIDENT AGENT***

**I would like Rent Jiffy to act as Resident Agent**

We would prefer you have Rent Jiffy serve as your Registered Agent, as they work closely with DCRA and can be very helpful to ensure everything with your business license is handled properly.

**HOME INSPECTION:**

***WHO WILL MEET THE INSPECTOR?***

**I/We would like Rent Jiffy to meet the Inspector**

We recommend you use Rent Jiffy for the Home Inspection, as they work closely with DCRA and are able to get expedited inspections. If you chose to do the inspection yourself, DCRA will provide you a day but no specific window, so you will need to be at the property the entire day.

**Please contact us with any questions or clarifications on the business license application and thank you again for choosing Peabody Residential as your management company.**

Sincerely,  
Peabody Residential  
Operations Department

## BBL SAFETY INSPECTION PREP LIST

Property Address: \_\_\_\_\_ Date Due by: \_\_\_\_\_

BBL CAP Number: \_\_\_\_\_ Date Completed: \_\_\_\_\_ By : \_\_\_\_\_

*Circle the numbers needing action, **n/a** if not applicable, **✓** if done*

1. Receive signed copy of Consent form from current occupant \_\_\_\_\_
2. Wall-mount fire extinguishers each floor (\_\_\_\_ number needed) \_\_\_\_\_
3. Test smoke detectors and verify one is installed within 20 ft of each sleeping area, confirmed that hard-wired (\_\_\_\_ number needed) \_\_\_\_\_
4. Change batteries in smoke detectors, if needed (\_\_\_\_ number) \_\_\_\_\_
5. Handrails are installed in all locations with 3 steps or more \_\_\_\_\_
6. Test GFCI outlets function properly in kitchen and bath with tester \_\_\_\_\_
7. Kitchen and bathrooms have windows/working exhaust fans \_\_\_\_\_
8. No peeling paint, cracks, or holes in the unit \_\_\_\_\_
9. No visible signs of ceiling water leaks or leaching on walls \_\_\_\_\_
10. Windows/doors operate properly, are weather tight \_\_\_\_\_
11. All exit doors have quick release deadbolts (no keys required to exit in an emergency. (\_\_\_\_) number needing replacement \_\_\_\_\_
12. All bedrooms have an emergency egress (the window is large enough, low enough to floor, and does not have fixed security bars) \_\_\_\_\_
13. No gas meters or fuel burning equipment in bedrooms \_\_\_\_\_
14. Basement legal **apartments have 7' ceiling height** \_\_\_\_\_
15. Appliances furnished by owner are in working order, safe \_\_\_\_\_
16. Heating and Cooling systems are in good repair/working order \_\_\_\_\_
17. Water heating, plumbing, and electrical systems are in good repair and working condition \_\_\_\_\_
18. Verify the furnace area is clear of items and clutter \_\_\_\_\_
19. In two-unit dwellings, have record of recent service done on HVAC / Water heater (particularly in basement units) \_\_\_\_\_