



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 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

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) _____