

City of Winston-Salem  
Boarding/Rooming/Shared Single-Family House Registration Instructions

*All Rooming Houses, Boarding Houses and Shared Single-Family Homes must be registered by Jan. 1, 2009.*

1. Print out the **registration form**. If you do not have a printer, registration forms are available at the Department of Neighborhood Services on the fourth floor of the Stuart Municipal Building, 100 E. First Street, Suite 423.
2. Fill in all blanks of the registration form. If a question does not pertain to your building, enter "N/A" (not applicable).
3. Prepare a floor plan drawing for each floor of the building. Instructions and samples are also available at Neighborhood Services.
4. The completed form and the signature on it must be notarized.
5. Drop off the notarized form and floor plan at the Department of Neighborhood Services, or mail them to:

Rooming House/Boarding House Registration  
Neighborhood Services  
City of Winston-Salem  
PO Box 2511  
Winston-Salem NC 27102-2511

If you have questions, call 727-8486.