



**TOWN OF NARRAGANSETT**  
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882  
[www.narragansettri.gov](http://www.narragansettri.gov)

Building Inspection Office  
Tel. (401) 782-0619 Fax (401) 782-0640

August 1, 2022

**To: Current Rental Property Owners**

**Re: New Rental Registration Renewal Procedure**

The Town of Narragansett is launching a new software program for rental registration renewals. It will provide an easier way to register your rental property with this office and pay online all in one form. You will receive emails from the Town throughout the review process updating you with any additional information required and when payment is due. The required fees can be paid online, by mail, or by check delivered to the Building Inspection office. There is also a lock box in front of the Town Hall building where you can drop your check with the rental property address noted. Contents are retrieved daily.


The online rental registration renewal will be due by September 30, 2022 and the required fee will be due December 31, 2022 for **this year only**. The prorated fee for this **coming year only** is \$80.00. The registration period has changed to September 1st to August 31<sup>st</sup>. Beginning next year the registration and fee will be due on August 31<sup>st</sup>.

To set up your login information with the ViewPoint online registration system, go to this website and create a viewpoint ID: <https://narragansettri.viewpointcloud.com/sign-up>. When entering your email address, please use a reliable address for the owner. If you already have a Viewpoint ID because you have used the online system in another community or department, you will not need to establish new credentials – use your existing login.

You will then login, choose Building Inspection Department, Rental Registration and complete the form. You will receive an email when the payment is due. As always, you are welcome to come to the Building Inspection office in person for assistance.

Our intention is to make the rental registration process more efficient and convenient for you. Should you have any questions, please contact Jamie LeBreton, Rental Registration Clerk at 401-782-0613 or [jlebreton@narragansettri.gov](mailto:jlebreton@narragansettri.gov) or Cindy Duckworth at 401-782-0619 or [cduckworth@narragansettri.gov](mailto:cduckworth@narragansettri.gov)

Sincerely,



Wayne R. Pimental  
Building Official