

Landlord Letter of Approval

Step 1: Contact Your Landlord

- Tell them you are interested in opening a child care on the property you are renting from them. Include as much information as possible (ex. How many children, start date, etc.)
- Ask:
 - "What other information would you like to know about my interest in opening a child care?"
 - "Are there any guidelines I need to follow?"
 - "If the fire marshal or child care licensor requires changes, such as adding a fence or a fire door, I will let you know. I'm wondering if you would be willing to consider required changes."

Step 2: Tell Your Landlord You are Required to Have Them Sign a Letter of Approval

- Print out a copy of the [Sample Landlord Approval Letter](#)
- If your landlord would like to write their own, it must include the landlord's full name, address where the child care will be located, the number of children, and their signature.

Step 3: Save Your Signed Letter to Submit With Your License Application