



RENTAL PROPERTY INFORMATION: (Please complete a separate form for each property you own.)

Date: _____

Property Address: _____

Dwelling Type: Single Family 2-Family 3-Family Combo-stores/offices/apartments

If the building is a 3-family unit, are smoke alarm maintenance records kept? Yes No

Complete for each Rental Dwelling Unit (each apartment is one Rental Dwelling Unit):

Rental Dwelling Unit (Provide # or letter if there is more than 1 unit per property.)	Number of Bedrooms	Total Number of Tenants Occupying This Unit	Are Tenants Your Relatives?*	Check to indicate unit is vacant and/or owner-occupied
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ

* Rental Registration fee is waived if occupants are relatives of the property owner. The following relatives are eligible for waiver: husband, wife, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, brother, sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, uncle or aunt.

OWNERSHIP INFORMATION: (For additional Owners, complete separate application form(s) for each property.)

Legal Owner #1: (No PO Box Numbers)

Name: _____

Address: _____

City/ST/Zip: _____

Residence Address (if different): _____

Daytime Phone: (_____) _____

Evening Phone: (_____) _____

Cell: (_____) _____

Other: (_____) _____

Fax: (_____) _____

E-Mail: _____

Contact Name: _____

(if Owner is not an individual)

Legal Owner #2: (No PO Box Numbers)

Name: _____

Address: _____

City/ST/Zip: _____

Residence Address (if different): _____

Daytime Phone: (_____) _____

Evening Phone: (_____) _____

Cell: (_____) _____

Other: (_____) _____

Fax: (_____) _____

E-Mail: _____

Contact Name: _____

(if Owner is not an individual)

PROPERTY MANAGER / AGENT INFORMATION: (No PO Box Numbers)

Name: _____ Business Name: _____

Address: _____ City/ST/Zip: _____

Mailing Address (if different): _____ C/S/Z: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Cell: (_____) _____ Other: (_____) _____

Fax: (_____) _____ E-Mail: _____



Rental Registry Affidavit of Compliance

I hereby certify that no portion of this property is being rented and is only owner-occupied.

I hereby certify the rental property complies with the regulations contained in the Irondequoit's Town Code Chapter 177, Rental Registry. To indicate the property's compliance with Town Code requirements, please place a check mark next each item listed below.

- Rental properties and all rental dwelling units thereon shall comply with all applicable federal, state or local statutes, laws, ordinances, codes, rules or regulations, especially the New York State Uniform Fire Prevention and Building Code.
Operational smoke and carbon monoxide detectors as required by NYS Uniform Fire Prevention and Building Code.
Exterior walls, including foundations, shall be maintained. All exterior walls and foundations must be free of holes and crevices.
Exterior doors, windows, skylights and similar openings shall be maintained secured and weather tight.
Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
Roofs shall be maintained in a weather tight condition, secured by Normal Means.
Roof drains, gutters and down spouts shall be maintained in good repair and free from obstructions.
Exterior surfaces shall be maintained in good condition.
Interior living spaces, including kitchen(s), bathroom(s) and bedroom(s) are in compliance with the New York State Uniform Fire Prevention and Building Code.
Rental owners should be familiar with and comply with the town codes related to yard maintenance, garbage disposal and off-street parking. These regulations can be found in the following town code sections (available on our website or at Town Hall):
Town Code, Chapter 94, Brush, Grass and Weeds.
Town Code, Chapter 192, Solid Waste, Article II, Collection and Disposal.
Town Code, Chapter 235, Zoning, Article XIV, Off-Street Parking and Loading, § 235-77A.

Signature of Property Owner Title Date
Signature of Property Owner Title Date
Signature of Property Manager/Agent Title Date

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the ___ day of ___, 20___, before me, the undersigned, personally appeared ___ personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public _____

Important Notes:

- Return this completed, notarized form within 30 days to: Building Department / Town of Irondequoit/ 1280 Titus Ave /Rochester, NY 14617. Notary service is available in the Town's Building Department. Call (585) 336-6026 if you have any questions about the form or registration process.
If your property is no longer being rented and is now owner-occupied only, you must return notarized form. No fee required.
Registrations are valid for a two-year term from the date on the certificate of registration issued by the Town. Rental Registry fees are as follows: One rental property: \$200; Additional rental property: \$50.00 each. All application fees are nonrefundable.
Property owners are responsible for the timely submission of the registration form prior to the expiration date. Registrations are not transferable. If information provided on the current form changes, an updated registration form must be provided within 30 days of those changes.
Registrants are not required to provide the names or personal information related to your tenants—only the number of tenants.
Property Manager/Agent information is required if owner resides outside the Town of Irondequoit.



Department of Community Development
1280 Titus Avenue
Rochester, NY 14617
(585) 336-6026

APPLICATION TO REGISTER RENTAL PROPERTY

Registration Required

Any residential property that is defined is or contains a rental dwelling, as defined in Irondequoit Town Code, Chapter 177 Rental Property Registration (revised May 21, 2015), must be registered with the Town in accordance with the town's regulations, utilizing the form(s) provided by the Department of Community Development.

The Rental Registry registration form must be filled out completely and legibly. All information should be typed or neatly printed. Incomplete applications will not be accepted. Registration forms must be returned to the Department of Community Development at the address provided above within 30 days of notice. The required fee must accompany the form in order for it to be considered complete. All late registrations will be assessed a penalty fee. Checks should be made payable to Town of Irondequoit.

All forms must be signed by the owner(s) of the property and notarized prior to submission. Notary service is available at Irondequoit Town Hall free of charge. If the property is no longer being used as a rental and is solely owner-occupied, please indicate that on the registration form, have it notarized, and submit to the Town.

Fees*

Per Town Board Resolution No. 2015-5A2015-25, dated May 21, 2015, Rental Registration fees for two-year registration terms are as follows. (All required application fees are nonrefundable.)

- Fee for application to register one rental dwelling: \$200.00
- Fee for application to register additional rental dwelling: \$50.00 per additional property

*Please note that the rental registry fee is waived if property is being rented to immediate family, which is defined in Chapter 177 as: husband, wife, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, brother, sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, uncle or aunt.

Review and Approval

All applications will be reviewed for completeness and accuracy before being processed. Please be advised that if a rental property is known to be in violation of the Code of the Town of Irondequoit or the New York State Uniform Fire Prevention and Building Code at the time an application is made, said application may be rejected until such time that said violation is corrected. Applications rejected due to incomplete or inaccurate information or open violation(s) shall be deemed non-compliant with the requirements of Chapter 177, Rental Property Registration, of the Code of the Town of Irondequoit. Notice to the owner of acceptance or rejection of the application shall be made in writing.

Upon acceptance, a rental registration certificate will be issued and remain in effect for a two-year term, as long as the information in the application remains current and accurate. In the event that any of the applicable information needs to be updated, the property owner is responsible for notifying the Department of Community Development of such change in writing within 30 days. If you have any questions regarding the rental registry application, please contact the Department of Community Development at 585-336-6026.

Penalties for Offenses

PER §177-13: "Any person or entity which fails or refuses to comply with the requirements of this chapter or violates any provision of this chapter shall be guilty of a violation punishable, for a conviction of any offense, in each instance by a fine of not less than \$500 or by imprisonment for a period not to exceed 15 days, or both. Each week's continued violation shall constitute a separate additional violation."