

# Rental Registration Application

You must submit a separate registration form for **each building**



**City of Cortland  
Fire Department  
Code Enforcement**

Pursuant to the City of Cortland Rental Housing Law, the owner of each **building** containing one or more residential rental units shall complete this form and register the **building** with the City Code Enforcement Office. **UNREGISTERED RENTAL PROPERTIES ARE UNLAWFUL.**

Permits will be issued for any residential rental dwelling subject to the Rental Permit Law upon the owner making application and certifying under oath and subject to perjury that said dwelling is in compliance with all applicable City and State Codes, Statutes, Laws, Ordinances and regulations. At the request of and with the consent of the owner, the Code Enforcement Officer shall inspect the property for compliance prior to the issuance of a permit.

The applicant is advised that, in addition to any other remedies available under the law, any owner of a property which contains a building with one or more residential rental dwelling units who fails to comply with the minimum requirements of the City of Cortland Rental Housing Law, must comply by applying for and obtaining a Rental Permit pursuant to the City of Cortland Rental Housing Law, and given probable cause are subject to revocation or nonrenewal. Furthermore, the owner shall also be subject to all penalties set forth in said City of Cortland Rental Housing Law.

Post Office Boxes shall not be accepted as a physical address. There is space provided below for the mailing address. The building intended to be registered shall not be utilized as the owner's or agent's address unless it is the principal place of business or residence of the owner or agent.

<b>Office Use Only:</b>	Parcel Identification Number: _____
Date Application Received: _____	Temporary Rental Permit #: _____
Inspection Date: _____	Inspected by: _____
Rental Permit Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rental Permit NOT Approved Details: _____	
If Yes, Rental Permit Number: _____	
Rental Permit Valid Until: _____	
Pre-existing Non Conforming Use: _____ Existing CZO (if so what year): _____	
Traditional Family: _____ OR; Functional Family: _____	
_____ Vacant Building	

Physical Address of Rental Property: \_\_\_\_\_

Tax Map ID #: \_\_\_\_\_

Type of Application:  New     Change in Property, Owner or Agent  
 Renewal

Fee \$ 100.00

Property Address: \_\_\_\_\_

**Required Owner Information**

Property Owner Name(s): \_\_\_\_\_

Type of Owner:

- Individual                       Partnership                       Limited Liability Partnership
- Joint Tenancy                       Tenancy in Common                       Tenancy by Entirety
- Association                       Corporation                       Limited Liability Company
- Other: \_\_\_\_\_

**\*\* Please note: if you checked any box other than individual above, you will need to complete page 6 of this registration.**

Owner Physical Address: \_\_\_\_\_ **NO PO BOXES**

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**If you do not live in Cortland County or one of the 7 contiguous counties, a local agent/contact is required.**

Agent/Local Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

All official correspondence (Notices, Violation Notices, Invoices, Etc.) will be mailed to the address of record provided to the City of Cortland Assessors Office. Please be advised that if this information changes, it is **your** responsibility to contact our office to file a new Rental Registration Application.

**Rental Property Information**

**Each building will need a separate application**

Number of Rental Buildings on Parcel: \_\_\_\_\_

Number of Rental Units per Building: \_\_\_\_\_

Number of Total Units by Stories: \_\_\_1<sup>st</sup> Floor \_\_\_2<sup>nd</sup> Floor \_\_\_3<sup>rd</sup> Floor

Is there a basement? \_\_\_If yes, is there habitable / living space? \_\_\_\_\_

Is there an attic? \_\_\_If yes, is there habitable / living space? \_\_\_\_\_

Is there a functioning fire/smoke detection system? \_\_\_\_\_ If yes \_\_\_ Manual \_\_\_ Auto \_\_\_\_\_

Is there working single station smoke \_\_\_\_\_ and Carbon Monoxide Detectors? \_\_\_\_\_

Is there a sprinkler system in the building? \_\_\_ Date of its' last inspection \_\_\_\_\_

Are there accessory buildings? Yes \_\_\_ No \_\_\_ If yes, please describe # \_\_\_ Car garage; \_\_\_ Shed  
\_\_\_ Other (describe) \_\_\_\_\_ Number of Parking spaces \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_  
Is this Unit Vacant or Occupied? \_\_\_\_\_  
Square Footage of Habitable Space in this Unit: \_\_\_\_\_  
Written Lease or Oral Lease: \_\_\_\_\_

I, \_\_\_\_\_, hereby apply for the City of Cortland Rental Registry Permit and affirm that written leases contain language from City of Cortland Rental Housing Law Section 102-19.

I further request and authorize an inspection of the rental property, owned by me, at \_\_\_\_\_ in the City of Cortland, New York.

\_\_\_\_\_  
Signature

Check here if property has been inspected previously by City Fire /Code Dept., in accordance with City of Cortland Code § 100-11. Fire safety and property maintenance inspections

OR

I am not requesting an inspection of the rental property, owned by me, at \_\_\_\_\_ in the City of Cortland, New York, and by my signature, certify that the property is in compliance with all applicable codes and standards as provided on the self-certification form. (1 and 2 unit properties only)

\_\_\_\_\_  
Signature

Any false statement made herein is punishable as a Class A Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Date: \_\_\_\_\_  
Signature (Required)

**An \$100.00 Registration Fee is required to be submitted with this application**

Within thirty (30) days of a change in the information provided, the owner shall complete and submit a new registration form for each building affected by the change. In the instance of a transfer of ownership of the property, the buyer/seller of the property shall give notice in writing to the Code Enforcement Office within two (2) business days after closing. This notice shall include the name and address of the buyer. The buyer of the property shall complete and submit a new registration form for each building within ten (10) business days after closing.

**City of Cortland Rental Housing Law Section 102-19:** Contained in written lease in 10 Pt or larger: "Please take notice that you and the landlord each have certain rights and responsibilities under the City of Cortland Rental Housing Law, a copy of which is available in the City Hall, 25 Court Street, Cortland, New York, 13045"

Property Address: \_\_\_\_\_

As noted on page 2 of this application, if you are anyone other than an individual owner, you are required to return this page with your Rental Registration Application.

**Owner is a Partnership, Limited Liability Partnership, Joint Tenancy, Tenancy in Common, Tenancy by Entirety, Association or Other:**

Each Owner, Partner's or General Partner's Name(s), Residence Address, Business Address, telephone # and E-mail:

Name and Residence Addresses:

1) _____	2) _____
_____	_____
_____	_____
3) _____	4) _____
_____	_____
_____	_____

Business Address:

1) _____	2) _____
_____	_____
3) _____	4) _____
_____	_____

Telephone and Email:

1) _____	2) _____
_____	_____
3) _____	4) _____
_____	_____

**Owner is a Corporation or Limited Liability Company**

Principal place of business for Corporation or Limited Liability Company:

\_\_\_\_\_

Please provide the Name, Title and Residence Address of each Officer, Director and Managing Agent of the said Corporation or Limited Liability Company:

Name:	1) _____	2) _____	3) _____
Title:	_____	_____	_____
Residence Address:	_____	_____	_____
	_____	_____	_____