

Village of Wellsville

156 North Main Street PO Box 591
Wellsville, NY 14895
PH: 585-596-1750 Fax: 585-593-7260

RESIDENTIAL RENTAL PROPERTY REGISTRATION FORM

PURSUANT TO LOCAL LAW # 1 OF 2018, Residential Rental Property Registration, the owner of each building containing one or more rental dwelling units shall complete this form and register any rental property(ies) with the Village Code Enforcement Office. Building owners shall complete and submit a new registration form within sixty (60) days of the transfer of ownership or a change in the information provided below, for each building affected by the change.

Post Office Boxes shall not be accepted as registered address(es). 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.

INSTRUCTIONS: There are two parts to the Rental Registration Form: Please complete both.

* **PART 1:** Provide the following information for you as the building owner and that of your agent (if necessary).

* **PART 2:** Complete a Residential Rental Property Data Sheet (attached) for each building that contains a rental unit.

• **TYPE OF APPLICATION**

- New *OR CHANGE IN* Rental Property Information
 Property Owner or Agent Information

• **BUILDING OWNER'S INFORMATION**

Owner's Name: _____

Owner's Home Address: _____

Owner's Business Address: _____

Owner's Telephone #: _____ Owner's e-Mail Address: _____

All Notices/Violations/Invoices shall be addressed to and delivered to the following address:

• **OWNER'S AGENT INFORMATION:**

Please note that if the Owner's principal residence or place of business is not located within Allegany County, New York, then the Owner must designate a person twenty one years of age or older who resides within Allegany County, New York as his/her/ Agent. A Landlord may file an appeal to the Code Enforcement Officer with regard to this requirement.

I, as the Owner of residential rental properties, hereby appoint as my Agent:

Agent's Name: _____

Agent's Principal Residence Address: _____

Agent's Principal Business Address: _____

Agent's Telephone #: _____ Agent's E-Mail Address: _____

Copies of all Notices/Violations/Invoices shall be addressed to and delivered to the following address:

I hereby agree that all notices, violations, and or service of legal process shall be sent to both the property owner(s) at the address provided on this Rental Housing Registration Form, and the designated agent if one has been required.

I, _____, affirm under the penalties of perjury, that the information provided on this Residential Rental Housing Registration Form and the Residential Rental Property Data Sheet(s) is true and correct. Any false statement made herein is punishable as a Class A Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Signature of the Building Owner: _____

Date: _____

Print Name of Building Owner: _____

Signature of the Agent: _____

Date: _____

Print Name of Agent: _____

Excerpt from Local Law # 1 of 2018 Residential Rental Property Registration Law

SECTION 6. FEES

A registration fee must accompany the initial registration and any subsequent registration following a transfer of title.

The registration fee is determined per building and based upon the number of rental units in the building.

# OF UNITS	PER BUILDING FEE
1-5 units	\$25.00 registration fee
6-10 units	\$50.00 registration fee
11-20 units	\$75.00 registration fee
>20 units	\$100.00 registration fee

All fees and charges are subject to change by resolution of the Village Board of Trustees.

Your completed Registration Form and Residential Rental Property Data Sheet(s) along with the applicable fee to:

Village of Wellsville

Attn: Treasurer

156 North Main Street or PO Box 591

Wellsville NY 14895

RESIDENTIAL RENTAL PROPERTY DATA SHEET

RENTAL BUILDING INFORMATION

(PLEASE complete a separate data sheet for each rental building):

- Building Address: _____
- Tax Parcel #: _____
- Total number of dwelling units at this address: _____
- Is there habitable space in the basement or attic? Are any bedrooms located in the basement or attic?
- For each dwelling unit, provide # of bedrooms in each and the maximum number of occupants allowed:

- | | |
|--------------------------------------|---------------------------------------|
| #1. bedrooms: _____ occupants: _____ | #6. bedrooms: _____ occupants: _____ |
| #2. bedrooms: _____ occupants: _____ | #7. bedrooms: _____ occupants: _____ |
| #3. bedrooms: _____ occupants: _____ | #8. bedrooms: _____ occupants: _____ |
| #4. bedrooms: _____ occupants: _____ | #9. bedrooms: _____ occupants: _____ |
| #5. bedrooms: _____ occupants: _____ | #10. bedrooms: _____ occupants: _____ |

FOR OFFICE USE:	
RECVD:	_____
RECPT #:	_____
REVWD:	_____
ENTRD:	_____

FIRE PROTECTION INFORMATION - Please indicate all equipment provided at this address:

- # _____ Smoke detectors
- # _____ Carbon monoxide detectors
- # _____ Fire extinguishers
- _____ Are Sprinklers installed in the building? (if yes, please describe _____)
- _____ Is there an Alarm System in the building? (if yes, please describe _____)

APPLICABLE REGISTRATION FEE - per building based on number of dwelling units within the building: _____

Excerpt from Local Law # 1 of 2018 Residential Rental Property Registration Law

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If you are registering more than one building, you may include all registration fees on a single check. Mail your Residential Rental Property Registration Forms and check to:

**Village of Wellsville
Attn: Treasurer
PO Box 591
Wellsville NY 14895**