

# Town of Elmira RENTAL HOUSING REGISTRATION FORM

Pursuant to Chapter 170 of the Code of the Town of Elmira, the owner of each building containing one or more rental dwelling units shall complete this form and register the building with the Town Code Enforcement Department.

Within sixty (60) days of the transfer of ownership, or a change in the information provided below, the owner shall complete and submit a new registration form for each building affected by the change.

Post Office Boxes shall not be accepted as address(s). 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. If space provided is insufficient, please submit the additional information on the "Additional Information Sheet". This form is available upon request.

Please be advised, in addition to any other remedies available under law, any owner of a property which contains a building with one or more rental dwellings units who fails to comply with the requirements of section 170-5 must apply for and obtain a Probationary Certification pursuant to Chapter 171-5. If the owner fails to comply with the aforesaid requirements, the owner or the person in charge can no longer collect rent for such dwelling unit(s) and the renter shall have an absolute defense in any action to recover rent or to recover possession of the dwelling unit(s) for nonpayment of such rent. The owner may also be prohibited from renting the dwelling units in the respective building and be subject to the penalties set forth in section 170-3(a). Finally, the owner may be subject to a shutdown notice.

## I. TYPE OF APPLICATION

New **OR**  Change In:     Property Information     Property Owner Information     Agent Information

## II. RENTAL BUILDING INFORMATION

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

Number of Rental Dwelling Units: \_\_\_\_\_ Type(s) of Fire Protection Systems in Each Building: \_\_\_\_\_  
(Smoke detector/Carbon monoxide detector?)

Is Property Vacant:     Yes     No    \_\_\_\_\_

## III. BUILDING OWNER'S INFORMATION

Owner's Name: \_\_\_\_\_

Owner's Residence Address: \_\_\_\_\_

Owner's Business Address: \_\_\_\_\_

Owner's Telephone #: \_\_\_\_\_ Owner's E-Mail Address: \_\_\_\_\_

All Notices/Violations/Invoices from the Town shall be delivered to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IV. TYPE OF BUILDING OWNER** (Check all that apply):

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

\* If the Owner is a Partnership, Limited Liability Partnership, Joint Tenancy, Tenancy in Common, Tenancy by Entirety, Association or Other, please provide the additional information requested in **Section V** below.

\*\* If the Owner is a Corporation or Limited Liability Company, please provide the additional information requested in **Section VI**.

**V. OWNER IS A PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, JOINT TENANCY, TENANCY IN COMMON, TENANCY BY ENTIRETY, ASSOCIATION OR OTHER:**

Each Owner's, Partner's or General Partner's:

Name			
Residence Address			
Business Address			
Telephone			
e-Mail			

**VI. OWNER IS A CORPORATION OR LIMITED LIABILITY COMPANY:**

Principal Place of Business for the Corporation or Limited Liability Company: \_\_\_\_\_

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Please provide the Name, Title and Residence Address of each Officer, Director and Managing Agent of the above Corporation or LLC:

Name			
Title			
Residence Address			

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## VII. OWNER'S AGENT (Required if any Owner(s) **are not** residents of Chemung County. See following excerpt)

**170-5 B** .If said owner's principal place of business is not located within the county, or is located within the county but none of the business's officers or directors or members reside in said county, or the owner's principal place of residence is not located in said county, the owner must designate on the registry form a natural person 18 years of age or older **who resides in the county as owner's agent** whom the owner authorizes to accept service of legal process and all notices may be served or delivered. The owner must designate the tenant as agent if no other agent is available.

I, as the Owner of the aforesaid building, 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: \_\_\_\_\_

I hereby further authorize the aforesaid Agent to make decisions on my behalf as Owner and on issues regarding the management and maintenance of my building. I further authorize and appoint the aforesaid Agent to accept service of legal process on my behalf as Owner. Moreover, all notices may also be served or delivered to the aforesaid Agent.

I, \_\_\_\_\_, solemnly affirm under the penalties of perjury, that  
(PRINT name(s) here)

the aforementioned information related to the aforesaid building and contained in this "Rental Housing Registration Form" 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 the Building Owner: \_\_\_\_\_

Title of Building Owner: \_\_\_\_\_

Fee: _____	Receipt # _____
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