



City of Elmira
 Office of the Assessor
 Phone: (607) 737-5670
<http://www.cityofelmira.net>

317 E. Church Street
 Elmira, NY 14901
 Fax: (607) 737-5783

RENTAL HOUSING REGISTRATION FORM

Pursuant to Chapter 14, Article V of the Elmira Code of Ordinances, the owner of each building containing one or more rental dwelling units shall complete this form and register the building with the City Assessor's Office.

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(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. If space provided is insufficient, please submit the additional information on the attached "Additional Information Sheet". This form is available on the City of Elmira website at www.cityofelmira.net.

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 Chapter 14, Article V must apply for and obtain a probationary certification pursuant to Chapter 14, Article VI. 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 1-7 of the Code of Ordinances. Finally, the owner may be subject to a shut down notice.

I. TYPE OF APPLICATION New Change in Property or Property Owner or Agent Information

II. RENTAL BUILDING INFORMATION

Building Address: _____

Number of Rental Dwelling Units: _____

Type(s) of Fire Protection Systems in Each Building: _____

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 shall be delivered to the following address: _____

VII. OWNER'S AGENT

Please note that if the Owner's principal place of business is not located within Chemung County, New York, or is located within Chemung County but none of the business' officers or directors or members reside in said county, or the owner's principal place of residence is not located in said county, then the Owner must designate a natural person eighteen years of age or older who resides in Chemung County, New York as his/her/its Agent.

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 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: _____