



**City of Elmira**  
 Code Enforcement Department  
 Phone: (607) 737-5654  
<http://www.cityofelmira.net>

101 W. Second Street  
 Elmira, NY 14901  
 Fax: (607) 733-5235

## **RENTAL HOUSING REGISTRATION FORM**

Pursuant to Chapter 10, Article VII 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 Code Enforcement Dept.

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 "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 Chapter 10, Article VII must apply for and obtain a probationary certification pursuant to Chapter 10, Article VIII. 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 1-14 of the Code of Ordinances. Finally, the owner may be subject to a shut down 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: \_\_\_\_\_

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: \_\_\_\_\_

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

**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 below.

**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(s), Residence Address, Business Address, Telephone # and E-Mail:

Name:                    1) \_\_\_\_\_                    2) \_\_\_\_\_                    3) \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

**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  
(print name(s) here)  
**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: \_\_\_\_\_