

INCORPORATED VILLAGE OF PHILMONT

PO Box 822
124 MAIN STREET
PHILMONT, NEW YORK 12565
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Rental Property Registration application

Prior to any landlord leasing any premises within the Village to a tenant, the landlord shall complete and submit a rental property registration form and submit the same to the Village Building Inspector together with any applicable fee. The Registration shall be valid for one year from the date of issuance. The property owner shall submit a renewal of said registration no less than 30 days prior to expiration of any existing registration for the premises rented. No property is subject to be rented until the Tenancy Registration is approved and the unit has received a Tenancy certificate of occupancy as provided herein.

Tenancy certificate of occupancy. Whenever a residential apartment, house or dwelling is to be rented to a new tenant, the landlord is required to make application in writing to the Village of Philmont for a tenancy certificate of occupancy. Such certificate of occupancy shall certify that the residential unit to be occupied and the services to the unit are in compliance with the New York State Uniform Fire Prevention and Building Code and Chapter 160, Zoning, of the Village of Philmont.

The Rental Property Registration fee is \$50 per property.

Checks should be made payable to the Village of Philmont.

Property Address, _____

Zoning District _____ Tax Map # _____

Owner Contact information

Property owner _____

Address _____

Phone number; Home _____ Cell _____

Email _____

landlord or landlord's agent Contact information

Address _____

Phone number; home _____ Cell _____

Email _____

Building Information

Number of apartments _____

Floor plan sketch of unit(s) and facilities included for rental (please attach a separate document)

Anticipated tenancy conditions, typical term or terms of occupancy, obligations of tenant and landlord, such as garbage removal, maintenance, parking, snow removal and utility obligations.

Signature of property owners or owner's agent _____

Printed Name _____ **Date** _____