

INCORPORATED VILLAGE OF PHILMONT

Building Department
P.O. Box 822
Philmont, NY 12565
Phone – 518-672-7032

TENANCY CERTIFICATE OF OCCUPANCY

In accordance with Village of Philmont Local Law #2 of 1997 (Tenancy Certificate of Occupancies for Vacant Dwellings) I hereby request the Building Department verify that the residential living unit identified below may be re-occupied.

Street Address Of Rental Unit _____ Tax Map # _____

Apartment Number _____ New Tenant Name _____

Date _____

Owner (Printed) _____ Agent (Printed) _____

Mailing Address _____ Mailing Address _____

Phone Number _____ Phone Number _____

BUILDING DEPARTMENT FINDINGS

I have conducted a visual, non-invasive inspection of the above premises and found the following:

_____ Premises may be re-occupied. _____ Deficiencies/Hazards exist Unit **CANNOT BE OCCUPIED**

Comments: _____

Date _____

Stanley F. Koloski/Dennis Callahan
Building Inspector

1st Re-Inspection Results:

Date _____ Can be occupied? _____
Inspector Yes No

2nd Re-Inspection Results:

Date _____ Can be occupied? _____
Inspector Yes No

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TENANCY LAW INSPECTION ITEMS

I. Smoke/CO detectors:

- a. A smoke detector is required inside every sleeping room, outside every sleeping area and at least one on every story, **including the basement**.
- b. CO detector is required outside every sleeping area.
- c. CO detector is required on every story that has a fuel-fired appliance, solid fuel burning appliance, fireplace or motor vehicle related occupancy (usually attached garage).
- d. Detectors cannot be installed in attics, kitchen or bathrooms.
- e. **Test each detector to verify a good battery is present.**

II. Safety Items:

- a. Verify stairs (inside & outside) have railings, treads are in good condition, no broken windows, and each bedroom has at least one window that opens.
- b. Check porch railings for adequacy (especially above the ground level floor).
- c. Check heating unit exhaust for leaks, condition of pipe, wiring, missing cover panels, oil or gas leaks.
- d. Check oil tank to verify vent **AND** fill are metal and they exhaust to outside.
- e. Check breaker or fuse panel for visual problems. Ensure labels are present.
- f. Verify all circuits at the kitchen counter and in the bathroom are equipped with GFI's.
- g. Verify common hall(s) has a **WORKING** light bulb. Count electric meters to be sure there is a "house" meter (usually has hall lights, furnace, etc. wired to it).
- h. Verify existence of apartment numbers at the entrance to each apartment (approximately 4 inch high numbers/letters).

III. Health Items:

- a. Check attic, basement, yard (front, side, rear) for garbage, rubbish.
- b. Verify carpets are acceptable (no animal urine, no trip hazard, odor, etc).
- c. Check for evidence of roaches, other bugs, rats/mice and mold.
- d. Check to see if the water meter has a wired outside reader connected to it. Verify meter is readable/functioning with the Village Clerk.

IV. Junk Cars:

- a. Verify there are no junk/unregistered cars anywhere on the property (vehicles not inside a structure).

NOTES:

Any of the above items can be a reason to prohibit occupancy of the apartment being inspected. Provisions of other applicable laws may be a consideration. Judgment may be used (depending on severity or importance of the violation and past experience with corrections by the landlord) to decide whether to prohibit occupancy at the time of the inspection or to allow occupancy based on the landlord's commitment to correct the item. A re-inspection will be scheduled in either case, however.