

# INCORPORATED VLLAGE OF PHILMONT

Building Department  
PO Box 822 – 124 Main Street  
Philmont, NY 12565  
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.

Date \_\_\_\_\_ Fee (20.00 Per Unit) \_\_\_\_\_

Address of Rental Unit \_\_\_\_\_ Tax Map Number \_\_\_\_\_

Apartment Number \_\_\_\_\_ New Tenant Name \_\_\_\_\_

Owner \_\_\_\_\_ Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

## BUILDNG 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 Unit CANNOT BE OCCUPIED ☐

Comments: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Code Enforcement Official Elyse DeRuzzio / Morgan Klima

1<sup>st</sup> Re-Inspection

Results: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Inspector ED / MK Can be occupied? Yes No

2<sup>nd</sup> Re-Inspection

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Inspector ED / MK Can be occupied? Yes No

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TENANCY LAW INSPECTION ITEMS

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 .
- e. Test each detector to verify a good battery is present. 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 fill are metal and they exhaust to the 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 GFCI'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)

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 Village Clerks office.

Junk cars:

- a. Verify there are no junk/unregistered cars anywhere on the property

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 to decide whether to prohibit occupancy at the time of the inspection or to allow occupancy based on the landlord' efforts to correct the item. A re-inspection will be scheduled in either case.