



CITY OF SYRACUSE – RENTAL REGISTRY APPLICATIONS

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

RENTAL REGISTRY APPLICATION

PROPERTY INFORMATION

Property Address: _____

Is this property occupied? Yes No If Yes, By Whom? Tenants Owner
of units: One Two

Please check here if you would like to request an interior inspection:

OWNERSHIP INFORMATION

Name of Owner: _____

Physical Address (no P.O. Boxes): _____

City: _____ State: _____ Postal Code: _____

County of Residence: _____ Email: _____

Phone Number: _____ Alternate Phone Number: _____

Please check the appropriate entity of the owner:

Entities must attach the following documentation.

Corporation:

Corporations: Articles of Incorporation Operating Agreement

Partnership:

Partnerships: Partnership Agreement Operating Agreement

LLC:

LLCs: Articles of Organization Operating Agreement

Real Person:

If you are completing this application on behalf of the Owner, please provide your information below:

Name of Owner: _____

Mailing Address (no P.O. Boxes): _____

City: _____ State: _____ Postal Code: _____

County of Residence: _____ Email: _____

Phone Number: _____ Alternate Phone Number: _____

Relationship to owner: _____ Are you a Property Manager? Yes No

PROPERTY MANAGER INFORMATION

Note: This information is required if the owner resides outside of Onondaga, Cayuga, Oswego, Madison or Cortland County.

Name of Property Manager or Property Management Company: _____

Manager's Mailing Address: _____

City: _____ State: _____ Postal Code: _____

Email: _____ Phone Number: _____

Is the Property Manager a licensed Real Estate Broker? Yes No

If yes, New York State License Number: _____



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AFFIDAVIT OF COMPLIANCE

By affixing my signature and initialing the requirements of the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code listed below, I, _____, being duly sworn, deposes and states:

The property located at _____, in the City of Syracuse, in the County of Onondaga, in the State of New York is in substantial compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm and carbon monoxide detector, interior, and exterior requirements:

Section I. A. Smoke Alarms

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm requirements:

- _____ Each room used for sleeping purposes contains a smoke alarm.
- _____ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.
- _____ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attic spaces.)*
- _____ In dwellings or dwelling units with split levels and without doors between the adjacent levels, a smoke alarm is installed on the upper levels, provided that the adjacent lower level is less than one full story below the upper level.

B. Carbon Monoxide Detectors

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

- _____ Where the property was constructed before January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area.
- _____ Where the property was constructed after January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area, **AND** there is a carbon monoxide detector within each dwelling unit or sleeping unit, on each story where there is a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle related occupancies; and all appliances, equipment, devices and systems that may emit carbon monoxide.

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Section II. Exterior of the Dwelling

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

- _____ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads).
- _____ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration.
- _____ All exterior wood surfaces have a protective coating to prevent deterioration.
- _____ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

Section III: Interior of the Dwelling

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code in the interior of the dwelling, including, but not limited, appliances and other interior structures:

- _____ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent, fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

Furthermore, I state under oath that:

- _____ The water bills and real property taxes are current (neither in arrears nor delinquent) on this property.
- _____ There are no uncorrected code violations on this property.
- _____ If I require an inspection by the Code Enforcement Office on this property, I understand that I am required to call the Division of Code Enforcement to make an appointment for inspection.
- _____ There are no pending Nuisance Abatement Proceedings or orders of closure on this property.



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APPLICATION & PROCESSING FEE

The owner or applicant must submit an application and processing fee of **\$150.00** at the time the application for Rental Registry is complete. If the fee is not submitted, the application will be rejected. Payment of the fee must be made by check or money order, and should be made payable to CITY OF SYRACUSE.

For official use only.			
Received By: _____			
Check: _____	Check #: _____	Money Order: _____	Amt: _____

I state under oath that by signing below, all the aforementioned statements in this Application, including the Affidavit of Compliance, are true, and I understand that according to New York Law it is perjury to make false statements to a municipality.

PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

THIS APPLICATION MUST BE NOTARIZED

Print Name: _____ **Signature:** _____

Relationship of Signatory to Owner: _____ **Date:** ____/____/____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public