

Permit: \_\_\_\_\_

Received: \_\_\_\_\_

Total: \_\_\_\_\_

## CITY OF BINGHAMTON RENTAL REGISTRATION APPLICATION

Every owner of a Rental Property or Rental Unit(s) is required to register each Rental Property/Unit(s) and pay all fees in accordance with § 265 of the Code of the City of Binghamton, except (i) the Owner of a two-unit dwelling where the Owner occupies one such dwelling unit; (ii) the United States, State of New York, Broome County, or the City of Binghamton; (iii) any Mortgagee in a foreclosure proceeding pending sale, unless such Mortgagee is collecting rents for the Rental Property/Unit(s); or (iv) any property registered as a vacant property pursuant to § 265-14. Incomplete Rental Registration Applications shall not be accepted and will be returned to the Owner by the City Clerk.

### RENTAL PROPERTY INFORMATION

*A separate Rental Registration Application must be submitted for each Rental Property.*

**Street Address of Rental Property:** \_\_\_\_\_

**Tax Map Identification Number:** \_\_\_\_\_

*Note: For assistance in determining the Tax Map ID Number, please contact the Broome County Office of Real Property Tax Services by telephone at (607) 778-2169, or visit [www.qobroomecounty.com](http://www.qobroomecounty.com).*

**Number of Rental Units at this Property:** \_\_\_\_\_

**Number of Bedrooms in each Rental Unit:** \_\_\_\_\_

*Example: "Three units with two bedrooms each".*

**Number of Bathrooms in each Rental Unit:** \_\_\_\_\_

*Example: "Three units with one bathroom each".*

**Permits/Approvals.** Please provide a copy, list or dates of any certificates of occupancy, permits, and/or approvals authorizing the number of Rental Units, bathrooms, bedrooms, and structural modifications or additions at the Rental Property.

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

### OWNER & LOCAL AUTHORIZED REPRESENTATIVE INFORMATION

*If the Owner is a general or limited partnership, limited liability company, or corporation, please attach the "Rental Registration Corporate Owner" document, outlining the names, home or business addresses, telephone numbers and email addresses of all partners, managers, members or officers. A Local Authorized Representative is a person (or entity) designated by the Owner to manage Rental Property or Rental Unit(s). The Local Authorized Representative may be an Owner or a third party. The Local Authorized Representative shall be authorized to conduct all business related to the Rental Property or Rental Unit(s) and is authorized to accept service of all notices regarding any action or proceeding. Notwithstanding the foregoing, any partner, manager, member, or officer, listed above is authorized to accept service of any notices regarding any action or proceeding.*

**Rental Property/Unit Owner:** \_\_\_\_\_

*Note: The owner name listed on this application must be the same owner name listed on the property deed.*

**Owner Mailing Address:** \_\_\_\_\_

*Note: Post Office box addresses are not acceptable.*

**Telephone Number(s):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*Note: If this field is not completed, the application will be considered incomplete.*

**Local Authorized Representative (LAR):** \_\_\_\_\_

**LAR Mailing Address:** \_\_\_\_\_

*Note: The Local Authorized Representative must maintain a home or business address in Broome County or a contiguous county in New York. Post Office box addresses are not acceptable.*

**LAR Telephone Number(s):** \_\_\_\_\_

**LAR Email Address:** \_\_\_\_\_

*Note: If this field is not completed, the application will be considered incomplete.*

**FEE INFORMATION**

Owners must pay a Rental Registration fee in the amount of fifty (\$50) dollars for up to two Rental Units, and twenty-five (\$25) dollars for each additional Rental Unit. The Rental Registration fee is non-refundable. The fee for the initial inspection, as outlined below under "Triennial Inspection Information", shall be included in the Rental Registration Application fee.

Payment can be made by cash, money order, or local bank check, payable to "City of Binghamton". Applications and payments may be submitted to the Office of the City Clerk.

**TRIENNIAL INSPECTION INFORMATION**

In addition to the inspections required by § 265-3, *Inspection of Dwellings*, all Rental Property/Rental Unit(s) subject to § 265-6 are to be inspected at least once every three (3) years. Inspections will be consistent with the NYS Uniform Fire Prevention and Building Code and will also include an inventory of Rental Units, bathrooms, bedrooms, and other improvements, alterations, or structures for comparison with public records and zoning compliance. Nothing herein relieves an Owner from obtaining required permits or approvals for any improvements, alterations, or structures and from complying with zoning and other applicable laws.

The NYS Uniform Fire Prevention and Building Code inspection is for health and safety issues only. Such inspection is not an approval of any improvements, alterations, or structures constructed without a building permit. Such inspection does not constitute compliance with the Zoning Ordinance of the City of Binghamton. Until all building and zoning issues, including compliance with functional family, are resolved no Certificate of Compliance will be issued. Upon confirmation of consistency with public records, compliance with all health and safety, building and zoning laws and regulations, the Office of Building & Construction/Code Enforcement will issue a Certificate of Compliance. The results of the NYS Uniform Fire Prevention and Building Code inspection and Certificates of Compliance will be maintained on a database for each Rental Property/Rental Unit(s).

The fee for the initial inspection is included in the Rental Registration fee. **If a Rental Property/Rental Unit(s) fails an initial inspection or if an Owner, Local Authorized Representative, or tenant fails to appear for a scheduled inspection, then a fee in the amount of \$25 will be charged for each additional inspection.** If an Owner fails to pay the fee for additional inspections within thirty (30) days after written demand for same, then such amount shall be a lien against the Rental Property and may be collected in the same manner as real property taxes.

I hereby consent to such Triennial Inspection.

I hereby refuse consent to such Triennial Inspection.

*Note: If you elect not to consent to such Triennial Inspection, the City of Binghamton may apply for a warrant for such inspection.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date