

**RENTAL PROPERTY INFORMATION: *\*\* (Please complete a separate form for each property you own.)***

Date: \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Rental Term:** \_\_\_\_\_Dwelling Type: ☐ Single Family ☐ 2-Family ☐ 3-Family ☐ Combo—stores/offices/apartmentsIf the building is a 3-family unit, are smoke alarm maintenance records kept? ☐ Yes ☐ No

Complete for each Rental Dwelling Unit (each apartment is one Rental Dwelling Unit):

Rental Dwelling Unit (Provide # or letter if there is more than 1 unit per property.)	Number of Bedrooms	Total Number of Tenants Occupying This Unit	Are Tenants Your Relatives?*	Check to indicate unit is vacant and/or owner-occupied
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vacant <input type="checkbox"/> Owner-Occ

**\* Rental Registration fee is waived if occupants are relatives of the property owner. The following relatives are eligible for waiver: husband, wife, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, brother, sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, uncle or aunt.**

**OWNERSHIP INFORMATION: (For additional Owners, complete separate application form(s) for each property.)****Legal Owner #1: *\*\* (No P.O. Box Numbers)*****Legal Owner #2: *\*\* (No P.O. Box Numbers)***

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Residence Address (if different): \_\_\_\_\_

Residence Address (if different): \_\_\_\_\_

Date of Birth **\*\* (Required)**: \_\_\_\_ / \_\_\_\_ / \_\_\_\_Date of Birth **\*\* (Required)**: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(if Owner is not an individual)**(if Owner is not an individual)***PROPERTY MANAGER / AGENT INFORMATION: *\*\* (No P.O. Box Numbers)***

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/S/Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City/S/Z: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Other: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_



**Rental Registry Acknowledgement of Compliance**

\_\_\_ I hereby certify that no portion of this property is being rented and is only owner-occupied.

\_\_\_ I hereby certify the rental property complies with the regulations contained in the Irondequoit's Town Code Chapter 177, Rental Registry. **To indicate the property's compliance with Town Code requirements, please place a check mark next each item listed below.**

Rental properties and all rental dwelling units thereon shall comply with all applicable federal, state or local statutes, laws, ordinances, codes, rules or regulations, especially the New York State Uniform Fire Prevention and Building Code.

- ☐ Operational smoke and carbon monoxide detectors as required by NYS Uniform Fire Prevention and Building Code.
- ☐ Exterior walls, including foundations, shall be maintained. All exterior walls and foundations must be free of holes and crevices.
- ☐ Exterior doors, windows, skylights and similar openings shall be maintained secured and weather tight.
- ☐ Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
- ☐ Roofs shall be maintained in a weather tight condition, secured by Normal Means.
- ☐ Roof drains, gutters and down spouts shall be maintained in good repair and free from obstructions.
- ☐ Exterior surfaces shall be maintained in good condition.
- ☐ Interior living spaces, including kitchen(s), bathroom(s) and bedroom(s) are in compliance with the New York State Uniform Fire Prevention and Building Code.
- ☐ Rental owners should be familiar with and comply with the town codes related to yard maintenance, garbage disposal and off-street parking. These regulations can be found in the following town code sections (available on our website or at Town Hall):
  - Town Code, Chapter 94, Brush, Grass and Weeds.
  - Town Code, Chapter 192, Solid Waste, Article II, Collection and Disposal.
  - Town Code, Chapter 235, Zoning, Article XIV, Off-Street Parking and Loading, § 235-77A.

Signature of Property Owner	Printed Name	Date
Signature of Property Owner	Printed Name	Date
Signature of Property Manager/Agent	Printed Name	Date

**STATE OF NEW YORK )**  
**COUNTY OF MONROE ) SS:**

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
**Notary Public**



**Important Notes:**

- Return this **completed/signed and Notarized form within 30 days** to: Building Department / Town of Irondequoit/ 1280 Titus Ave /Rochester, NY 14617. Notary service is available in the Town's Building Department. Call (585) 339-3050 if you have any questions about the form or registration process.
- All rental applications will now **require the inclusion of a lease or tenant agreement**. The lease or tenant agreement must indicate the terms of the lease which must be more than 30 days.
- If your property is no longer being rented and is now owner-occupied only, submit updated form to the Town.
- Registrations are valid for a two-year term from the date on the certificate of registration issued by the Town. Rental Registry fees are as follows: **One rental unit: \$200; Additional rental unit(s): \$50.00 each**. All application fees are nonrefundable.
- Property owners are responsible for the timely submission of the registration form prior to the expiration date. Registrations are not transferable. If information provided on the current form changes, an updated registration form must be provided within 30 days of those changes.
- Registrants are not required to provide the names or personal information related to your tenants—only the number of tenants.
- Property Manager/Agent information is required if owner resides outside the Town of Irondequoit.

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(Do Not Write Below This Line/Official Use Only)

\_\_\_\_ Application Complete. \_\_\_\_ Lease or Term Agreement. \_\_\_\_ Verification of Dwelling Type. \_\_\_\_ Payment Received

\_\_\_\_ Office Clerk Initials \_\_\_\_ Code Enforcement Official \_\_\_\_ OK To Issue \_\_\_\_ Return for more In formation.

