

Village of Newark

100 East Miller St. Newark, New York 14513

Office of Code Enforcement



RENTAL DWELLING REGISTRY APPLICATION

Fee for Registration is **\$25.00 PER BUILDING with 1-9 Units, \$50.00 PER BUILDING with 10-19 Units, and \$75.00 PER BUILDING with 20 + Units**, this payment is to be enclosed with application. There shall be one application per building.

NOTE: The Village of Newark Code provides exemption of fee but **not from registration** for owner occupied and dwellings containing units which are occupied by members of the owner's immediate family. Immediate family members are child, parents, brother, sister, mother/father-in-law, grandparents, current stepparents, or current stepchildren of owner.

It shall be a violation of Village Code if: **(a)** The owner fails to register any rental property/rental unit(s); **(b)** A record of rental registration is revoked; or **(c)** The owner fails to notify the Code Enforcement Office of any change in ownership information or ownership. Any person or entity committing such violation will be liable for a fine of \$250, plus payment of the fees for rental registration and inspection, if any, for a first offense; \$500, plus payment of the fees for rental registration and inspection, if any, for a second offense within one year of the first offense; and \$1,000, plus payment of the fees for rental registration and inspection, if any, for each offense thereafter within one year of the first offense. Each violation for each rental property shall constitute a separate offense.

RENTAL PROPERTY INFORMATION

Type of Application: New Renewal (required triennially, [every three years]) Change in Property, Property Owner or Agent

PROPERTY ADDRESS: _____

DWELLING TYPE: Single Family 2 Family Multiple Family # of Units

Tax Map # _____

Check here if you would like to request an interior inspection (with no additional charge): _____

PROPERTY OWNER INFORMATION

NAME: _____ ADDRESS: _____

Phone #: _____ Cell #: _____ E-Mail: _____

Send Triennial Renewal and Service Notices to:

Name: _____ ADDRESS: _____

ALTERNATE CONTACT FOR EMERGENCIES

Owners that reside further than 25 miles outside the Village of Newark, must designate an alternate contact who will respond to calls from Police, Fire, Emergency or Village Code Enforcement personnel when attempts to contact the owners have failed, the owner is unavailable to respond in a timely manner or the owner is unable to be physically present at the residence when required by the above noted entities. *The designated alternate contact person must be located in the Village of Newark or within twenty-five (25) miles of the Village of Newark.*

NAME: _____ ADDRESS: _____

Phone #: _____ Cell #: _____ E-Mail: _____

Is agent authorized to make decisions on your behalf? Yes No

Return payment with this form by mail or in person to:

100 East Miller Street Newark, NY 14513

Please make check payable to: Village of Newark

Please see reverse side

Please check (X) all question that are in compliance and sign where indicated.

I state that this property is in compliance with the Codes of the Village of Newark, and the New York State Uniform Fire Prevention and Building Code regarding, but not limited to the following smoke alarm requirements (All three statements must be checked to be in compliance):

- Each room used for sleeping purposes contains a functional smoke alarm.**
- The ceiling or wall within 15' of a sleeping room contains a functional smoke alarm**
- There is a functional smoke alarm on each story of the dwelling unit, including the basement.**

I state that this property is in compliance with the Codes of the Village of Newark, and the New York State Uniform Fire Prevention and Building Code regarding, but not limited to the following carbon monoxide detector requirements (Only one statement must be checked to be in compliance):

- Where the property was constructed before January 1, 2008 that has a carbon monoxide producing source or an attached garage, there is a functional carbon monoxide detector within each dwelling unit on the lowest story having a sleeping area, within 15' of the sleeping area.**
- Where the property was constructed after January 1, 2008 that has a carbon monoxide producing source or an attached garage, a functional carbon monoxide alarm shall be provided on every story containing a sleeping area, within 15' of the sleeping area. And there is a carbon monoxide detector on every story that contains a carbon monoxide source.**
- This building does not have any carbon monoxide producing sources and does not have an attached garage.**

I state that this property is in compliance with the Codes of the Village of Newark, and the New York State Uniform Fire Prevention and Building Code regarding, but not limited to the following exterior areas and structures named (All three statements must be checked to be in compliance):

- All foundations, walls of buildings/structures, exterior stairs, porches and railings are in good repair and structurally sound.**
- All exterior walls, roofs and all openings around doors, windows, chimneys and other parts of the structure are weather proof and weather tight.**
- All exterior wood surfaces have a protective coating to prevent deterioration.**

I state that this property is in compliance with the Codes of the Village of Newark, and the New York State Uniform Fire Prevention and Building Code regarding, but not limited to the following appliances and other interior structures (All four statements must be checked to be in compliance):

- 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 area 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 the 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.**

Please note if there is or is not a sump pump at this location. Yes, there is No, there is not

VERIFICATION

I the undersigned hereby affirm that all the information given on this application is true to the best of my knowledge, and that there are no existing Village of Newark, or New York State Uniform Fire Prevention and Building Code violations at the subject premise.

Signature – Property Owner or Agent

Date