



# TOWN OF NEW PALTZ

## RENTAL REGISTRATION STATEMENT MANAGING AGENT DESIGNATION FORM

PURSUANT TO CHAPTER §110 OF THE CODE OF THE TOWN OF NEW PALTZ

<https://ecode360.com/37965569>

Date received \_\_\_\_\_

Scheduled Inspection Date \_\_\_\_\_

Fee paid \$ \_\_\_\_\_

PASS RENEWAL DATE \_\_\_\_\_

**REVIEW WITHIN 14 DAYS**  
REVIEW BY DATE: \_\_\_\_\_

FAIL REINSPECTION DATE \_\_\_\_\_

RENTAL ID # \_\_\_\_\_

RENEWAL DATE \_\_\_\_\_

DO NOT WRITE ABOVE THIS LINE

### PROPERTY LOCATION

Location of Premises - Street or Road \_\_\_\_\_

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

### OWNER INFORMATION

Owner \_\_\_\_\_

Is the Owner of record a:  Individual  Trustee  Corporation  LLC  Other \_\_\_\_\_  
(specify)

Mailing Address \_\_\_\_\_ State/Zip Code \_\_\_\_\_

Physical Address \_\_\_\_\_ State/Zip Code \_\_\_\_\_

(if different from mailing address)

Cell Phone # \_\_\_\_\_ E-Mail address \_\_\_\_\_

### Managing Agent Contact Information\*\*\*

**\*\*\* Required if owner does not reside or maintain an office for the conduct of its business within 15 miles from the nearest geographical boundary of the Town of New Paltz.**

Managing Agent Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ State/Zip Code \_\_\_\_\_

Physical Address \_\_\_\_\_ State/Zip Code \_\_\_\_\_

(if different from mailing address)

Cell Phone # \_\_\_\_\_ E-Mail address \_\_\_\_\_

**PROPERTY INVENTORY INFORMATION**

- SINGLE FAMILY RESIDENCE                       SHORT TERM RENTAL                       LONG TERM RENTAL (More than 30 days)
- MORE THAN ONE DWELLING ON THE LOT - # OF DWELLING UNITS \_\_\_\_\_
- CERTIFICATE OF OCCUPANCY ATTACHED
- ATTACH A FLOOR PLAN OF THE DWELLING THAT CONTAINS THE RENTAL UNIT. ALL ROOMS MUST BE LABELED
- NUMBER OF LEGAL BEDROOMS \_\_\_\_\_  NUMBER OF OCCUPANTS \_\_\_\_\_
- SMOKE AND CARBON MONOXIDE ALARMS ARE INTERCONNECTED
- OFF STREET PARKING PROVIDED

NUMBER OF OFFSTREET PARKING SPACES PROVIDED \_\_\_\_\_

\*\*Parking may not be located within any required yard.

(EXAMPLE ...Parking in the front yard prohibited. Parking must be within the buildable portion of the lot SEE §140-34 A (5) (a) of the Code of the Town of New Paltz.)

- CURRENT RECORDS OF ALL TENANTS, NAMES AND ADDRESSES, TELEPHONE NUMBERS AND E-MAIL ADDRESSES WHO ARE RENTING, LEASING OR LIVING IN THE PREMISES ARE KEPT BY THE OWNER AND/OR DESIGNATED MANAGER.

- I ACKNOWLEDGE THAT THE CODE OF THE TOWN OF NEW PALTZ PROHIBITS THE RENTAL OF ANY DWELLING AS A BOARDING HOUSE, AS DEFINED IN §140-8 OF THE CODE OF THE TOWN OF NEW PALTZ. THIS INCLUDES LODGING HOUSE, TOURIST HOUSE OR ROOMING HOUSE.

INITIAL \_\_\_\_\_

- I ACKNOWLEDGE THAT I HAVE READ AND THAT I AM FAMILIAR WITH CHAPTER 110 RENTAL AND VACANT RESIDENTIAL PROPERTIES OF THE CODE OF THE TOWN OF NEW PALTZ

INITIAL \_\_\_\_\_

"I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that I am responsible for keeping all information current. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and shall constitute a violation of this chapter."

OWNER SIGNATURE \_\_\_\_\_  
Print Name: \_\_\_\_\_

DATE \_\_\_\_\_

MANAGING AGENT SIGNATURE \_\_\_\_\_  
Print Name: \_\_\_\_\_

DATE \_\_\_\_\_

PRESIDENT OR TREASURER IF CORPORATION \_\_\_\_\_  
Print Name: \_\_\_\_\_

DATE \_\_\_\_\_