



TOWN OF NEW PALTZ

52 Clearwater Road/P.O. Box 550

New Paltz, New York 12561

(845) 255-0102 - Ext. 1 Fax 845-255-4084

buildingdepartment@townofnewpaltz.org

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

DEADLINE DATE: _____

FAIL REINSPECTION DATE _____

RENTAL ID # _____

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 Corporation? No Yes

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 consecutive days)

MORE THAN ONE DWELLING ON THE LOT - TOTAL# OF DWELLING UNITS _____
TOTAL# OF VACANT 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 INSTALLED PER CODE AND OPERATIONAL

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 _____ DATE _____

DESIGNATED MANAGING AGENT SIGNATURE _____ DATE _____

PRESIDENT OR TREASURER IF CORPORATION _____ DATE _____