

**RENTAL DWELLING UNIT REGISTRATION / CERTIFICATION OF NON-RENTAL**

**Instructions:**

▪ **For Buildings that Contain a Rented Dwelling Unit:**

Complete Sections A through D.

▪ **For Buildings that Do Not Contain a Rented Dwelling Unit or that Contain a Permanently Vacant Unit:**

Complete Sections A and E.

*(Use one form for each separate property – per tax map number)*

In accordance with Village of Liverpool Code Section 43-24, this form is to be completed by the owner, or their respective agent, of any property containing a non-owner occupied or vacant dwelling unit within the Village.

**A. Property Information**

Rental Unit Address: \_\_\_\_\_

Owner 1 Name & Address: \_\_\_\_\_

Owner 2 Name & Address: \_\_\_\_\_

Inspection Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. Property Details**

Total number of dwelling units: \_\_\_\_\_

Number of rented dwelling units: \_\_\_\_\_ Number of tenants in all rented units: \_\_\_\_\_

**C. Inspections Required**

Village of Liverpool Code Section 43-26:

*All structures containing rental dwelling units shall be inspected for compliance with the property maintenance provisions of the New York State Uniform Fire Prevention and Building Code or other law or regulation at least once each 36 months or at any time prior to the issuance of a certificate of compliance required by § 43-25 of this article.*

A representative of the Village of Liverpool Code Enforcement Office will contact the person(s) indicated above to arrange for the required fire safety/property maintenance inspection.

**D. Registration Fee** (Payable to the Village of Liverpool)

Registration Fee, \$25 per rented unit, payable upon registration of units.

I hereby certify that I have read and examined this completed registration and know the same to be true and correct.

**Owner/Agent Signature:** \_\_\_\_\_

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

**E. Certification of Non-Rental**

The non-rented dwelling unit(s) at this location is:

- Permanently Vacant
- This address does not contain any dwelling units

I hereby certify under penalty of perjury that my/our property located at the address indicated above in the Village of Liverpool, New York does not contain a "Rental Dwelling Unit" as defined within the Village of Liverpool Zoning Ordinance and that I do not receive income and/or other services, in kind, for the occupancy of a Rental Dwelling Unit on the property (with the exception of units rented to family members).

**Owner/Agent Signature:** \_\_\_\_\_

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