

Village of Liverpool

http://villageofliverpool.org • (315) 457-3441 • codes@villageofliverpool.org

Rental Dwelling Unit Registration

Please return this registration to: Village of Liverpool, 310 Sycamore Street, Liverpool, NY 13088

Instructions

- Section A: Provide the property address, total number of dwelling units and owner information.
- Section B: Indicate how many of the dwelling units will be occupied by the owner and/or vacant for the next 36 months.
- Section C: Indicate how many of the dwelling units will be rented in the next 36 months and calculate the fee.
- Section D: Sign and return this completed form with any applicable registration fee within 30 days.
- Make checks payable to: Village of Liverpool, 310 Sycamore Street, Liverpool, NY 13088

*This form is to be completed by the owner, or their respective agent.
(Complete one form for each separate property.)*

A. Property Information:

Property address: _____ Total number of dwelling units: _____

Owner name: _____ Phone: _____

Owner address: _____

B. Owner Occupied and Vacant Dwelling Units:

Number of dwelling units occupied by the owner of the property for the next 36 months: _____

Number of dwelling units that will remain vacant for the next 36 months: _____

C. Rented Dwelling Units and Fee:

Number of dwelling units that are or will be rented in the next 36 months: _____ x \$25 each = \$ _____ Fee

Name and phone number of the contact person with whom the inspection will be performed: _____

D. Certification:

I hereby certify under penalty of perjury that the property located at the address indicated above in the Village of Liverpool, New York contains owner-occupied, vacant and/or rented dwelling units as indicated above. I also understand that, in the event I decide to rent any presently owner-occupied or vacant dwelling unit, the dwelling unit must be registered and a certificate of compliance obtained prior to its occupancy.

Owner/Agent Signature: _____

Date: _____

Upon submission of this registration and any required fee, please contact the Village of Liverpool Code Enforcement Officer at 315-457-5441, extension 4, to schedule a certificate of compliance inspection.

Office Use: _____ E
_____ S
_____ F