



Rental Property Registration

Village Code 156.19-21: All rented dwelling units shall be registered and obtain a certificate of compliance every 36 months.

This form is to be completed by the property owner, or their respective agent.

Date Due:	(Failure to timely register will result in late fee of \$5 per rental unit per month.)
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PROPERTY LOCATION & OWNER			
PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

APPLICANT <input type="checkbox"/> Same as above			
NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

DWELLING UNIT INFORMATION	
Total Number of Dwelling Units on the Property:	
Total Number of Buildings on the Property that contain Dwelling Units:	
Number of dwelling units that will remain vacant for the next 36 months:	
Number of dwelling units that will be occupied by the owner of the property or immediate family for the next 36 months:	
Number of dwelling units that are or will be rented in the next 36 months:	x \$50 each = \$ Fee
Name, phone number and email address of the contact person(s) with whom the required inspection will be performed:	

APPLICANT CERTIFICATION		
<i>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.</i>		
SIGN HERE	PRINT NAME	DATE

<p>Please return this registration form and any applicable fee by the due date indicated above to:</p> <p>Village of Liverpool, 310 Sycamore Street, Liverpool, NY 13088</p> <p>** Upon submission of this registration please contact the Village of Liverpool Code Enforcement Office by phone or email to schedule a certificate of compliance inspection. **</p>
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OFFICE USE ONLY			
<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> F			
Date Received:	Number of Rented Units:	Date Paid:	Amount Paid: \$