



Village of New Paltz

Building Department
25 Plattekill Avenue, New Paltz, NY 12516
building@villageofnewpaltz.org
Office: 845-255-3055 FAX: 845-255-5103

Residential Rental Property Registration Form

Page 1 of 4

Date: _____ Section, Block, and Lot Number: _____ - _____ - _____

Property's Street Address: _____

Property Owner's Information:

Owner's Name: _____

Street Address: _____

Mailing Address: _____

Phone Numbers: _____

Email Addresses: _____

"I hereby affirm that I have available for inspection the name, address and contact information for each tenant and subtenant occupying each dwelling unit. The information contained herein is accurate and reflects information that is used by the assessor for this rental property."

Owner's Signature: _____ Date: _____

Property Manager's Information (can be the owner, but must reside within 15 miles of rental property):

Manager's Name: _____

Street Address: _____

Mailing Address: _____

Phone Numbers: _____

Email Addresses: _____

Manager's Signature: _____ Date: _____

---*Successfully complete a site inspection by the building department within 30 days.*---

Successful Site Inspection Completion Date: _____ Next Site Inspection Due Date: _____

Code Official's Authorizing Signature: _____



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BUILDING INVENTORY

!!Attach a floorplan of each building that contains rental units. Each room's use must be labeled.

Total Number of Apartments and/or Houses on Lot: _____ Total Number of Lessees (renters): _____

Total Number of Off-Street On-Site Automobile Parking Accommodations: _____

Rental Inventory: List each rental unit on the lot; e.g. Unit#1 is in the house, bedroom 2A, for 1 person.

Unit #1: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Unit #2: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Unit #3: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Unit #4: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Unit #5: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Unit #6: Building ID, Apartment ID, and Room ID, (as applicable): _____

Total Number of Persons That May Occupy the Rental Unit: _____ Total Number of Bedrooms: _____

Attach additional sheets of paper with the same information for additional rental units.



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Fee Amount = \$ _____ **Date Paid:** _____

Fee Schedule:

For properties where the owner lives on site:

\$50 for each tenant and \$50 for each subtenant

For properties where the owner does NOT maintain a primary residence on the same lot:

Rental Units That Are Not In A Rooming House

From 1 to 3 renters: \$50 for each tenant and for each subtenant

From 4 to 9 renters: \$100 overall, plus \$45 for each rental unit

From 10 to 20 renters: \$200 overall, plus \$40 for each rental unit

For more than 20 renters: \$350 overall, plus \$35 for each rental unit

Rooming House Units

(includes each apartment and house having more than either 3 tenants or 3 subtenants)

From 1 to 9 renters: \$100 overall, plus \$35 for each room being rented

From 10 to 20 renters: \$200 overall, plus \$30 for each room being rented

For more than 20 renters: \$350 overall, plus \$25 for each room being rented

Overdue Passed Inspection Fee: \$50 for each week past inspection due date (Doesn't include fines.)

Re-inspection fee after 2nd consecutive failed inspection is \$50 for each site inspection.



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Site Inspection Minimum Checklist

Exterior Areas (See NYS Property Maintenance Code and Village Code Chapter 129 for complete list.):

- Y/N Address used for 911 is properly displayed for each unit
- Y/N Exterior structure is well maintained and adequately protected from weather and vermin
- Y/N Only furnishings designed for exterior use are being kept outdoors or on decks and porches
- Y/N Automobile parking accommodations are plainly marked and properly situated on the lot
- Y/N Adequate trash containers are available and are properly stored away from the street
- Y/N Outbuildings, fences, walking surfaces, yards, etc. have no litter and are well maintained

Interior Areas: (See NYS Property Maintenance Code and Village Code Chapter 129 for complete list.):

- Y/N Smoke detectors are installed inside each bedroom, in the living area, and in each story
- Y/N Carbon monoxide detectors are installed in buildings having combustion devices or garages
- Y/N Fire extinguishers of proper size are properly installed in each rental unit.
- Y/N Bedrooms exist only where they are supposed to be located and are not overcrowded
- Y/N Houses and apartments meet or exceed minimum living and dining area requirements
- Y/N Bathrooms have well maintained sanitary surfaces for floors, countertops, tubs, and showers
- Y/N Bathrooms have openable window to exterior or a functioning mechanical exhaust vent
- Y/N Kitchens have well maintained sanitary surfaces on floors and on countertops
- Y/N Kitchen stovetops have a properly installed and functioning hood
- Y/N Heat and hot water are adequate; appliances are well maintained and readily accessible
- Y/N Electrical outlets in bathrooms and kitchens are GFCI protected
- Y/N Electrical plug outlets are not overloaded; extension cords are used properly
- Y/N All electrical boxes are properly covered and the breaker panel is not obstructed
- Y/N Grab-rails for stairs are properly installed and well maintained
- Y/N Guards for decks and stairs are properly installed where required, and well maintained
- Y/N Means of egress components are unobstructed, well maintained, and have adequate lighting
- Y/N No peeling paint, leaks, or other indications of inadequate maintenance

More specific inspection results may be reported in a separate document.