

# Village of Marcellus

6 Slocombe Avenue, Marcellus, NY 13108  
www.villageofmarcellus.com • (315) 673-3112 • codes@villageofmarcellus.com

## Rental Property Registration

Village Code Chapter 188: All rented dwelling units shall be registered and obtain a certificate of compliance every 36 months.

<b>Date Due:</b> _____ (Failure to timely register will result in late fee of \$5 per rental unit per month.)
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### Instructions

- Section A: Provide the property address, total number of dwelling units, owner and contact 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 determine the fee.
- Section D: Sign and return this completed form with any applicable registration fee within 30 days.

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

### A. Property Information:

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

Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner address: \_\_\_\_\_

Name of Owner's Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Name, phone number and email address of the contact person with whom the required inspection will be performed:

\_\_\_\_\_

### 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: (Payable to the Village of Marcellus)

Number of dwelling units that are or will be rented in the next 36 months: \_\_\_\_\_ x \$50 each = \$\_\_\_\_\_ Fee

### D. Certification:

*I hereby certify under penalty of perjury that the property located at the address indicated above in the Village of Marcellus, 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: X** \_\_\_\_\_

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

**Please return this registration form and any applicable fee by the due date indicated above to:**

Village of Marcellus, 6 Slocombe Avenue, Marcellus, NY 13108

**\*\* Upon submission of this registration please contact the Village of Marcellus Code Enforcement Office by phone or email to schedule a certificate of compliance inspection. \*\***

Office Use: _____	<input type="checkbox"/> E
_____	<input type="checkbox"/> M
_____	<input type="checkbox"/> F