# LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION

P.O. BOX 69
NIAGARA FALLS, NEW YORK 14302
TELEPHONE: (716) 286-4464

Dear Non-Owner Occupied or Rental Property Owner:

Please be advised that effective May 1, 2010, the Landlord Rental & Property Owner Registration Ordinance went into effect. The purpose of this ordinance is to establish a procedure and standards for the identification and registration of owners of rental and non-owner occupied properties to ensure that the City has a meaningful, efficient and effective means of communicating with those owners. (This chapter was adopted to promote the health and safety of tenants and alleviate conditions of substandard housing, including slums and blight.)

All owners of non-owner occupied or rental property within the City of Niagara Falls are required to register and re-register their properties every two years whether the building is occupied or vacant. The registration is non-transferable and a registration form must be completed for each parcel owned within 30 days of purchase of the property. The fees are as follows:

| | |
|---|---|
| **Buildings and unoccupied property containing one or two rental units** | **$25.00** |
| **Buildings and unoccupied property containing three or more rental units** | **$40.00** |

To complete the process, please complete the enclosed application and make your check or money order payable to the **City Controller** and mail the completed form and payment to:

**City of Niagara Falls, New York**
**Office of Landlord and Property Owner Registration**
**P.O. Box 69**
**Niagara Falls, New York 14302**

Failure to register any rental property or non-owner occupied property required to be registered is a violation of Section 1137 of the City Ordinances and may subject you to criminal penalties, including a fine in an amount determined by how much time elapses following the aforementioned 30 day grace period, up to a maximum fine of $1,200.00.

Any concerns concerning this application may be directed to the Landlord and Property Clerk at 716-286-4464. Additional applications can be obtained online at www.niagarafallsusa.org under **NEWS AND ANNOUNCEMENTS**.

# Landlord Rental and Property Owner REGISTRATION Application

745 Main St • Room 306 • P.O Box 69 • Niagara Falls, NY 14302
Phone: 716-286-4464 Fax: 716-286-4454

**Property Address**: _____

**Number of Buildings located on parcel:** _____

**Type Rental Unit**: ☐Single Family Dwelling ☐Two Family ☐Three Family
☐Four or More Family ☐Rental Condo
☐Vacant Building ☐Mix Use (Commercial/Residential)

**Owner Information**: (please print) Individual(s) _____ Corporation _____)

Name:_____ Date of Birth: _____
(required)

Phone Number:_____ Fax Number:_____

Cell Phone:_____ E-Mail Address:_____

Home Address: _____

City: _____ State:_____ Zip:_____

Insurance Company / Agent Information: _____

Insurance Company / Agent Information Phone Number: _____

**Corporation Officer/Co-Owner Information** (If Applicable, if more room is needed please attach another sheet)
**DO NOT USE A POST OFFICE BOX AS A MAILING ADDRESS.**

Name:_____ Date of Birth: _____
(required)

Phone Number:_____ Fax Number:_____

Cell Phone:_____ E-Mail Address:_____

Home Address:_____
(No P.O. Boxes, please)

City:_____ State:_____ Zip:_____

**Property Manager / Agent Information** (Applicable ONLY IF owner resides outside of Erie or Niagara County)

Name:_____ Date of Birth: _____

Phone Number:_____ Fax Number:_____

Cell Phone:_____ E-Mail Address:_____

Home Address:_____

City:_____ State:_____ Zip:_____

| **Owner** | **Property Manager/Agent** |
|---|---|
| **Sign:** _____ **(Signature Required)** | **Sign:** _____ |
| Print: _____ | Print: _____ |
| Date: _____ | Date: _____ |

**Owners with more than one residential rental properties in the City of Niagara Falls should copy this registration form to list additional properties**. Additional applications can be obtained online at www.niagarafallsusa.org under **NEWS & ANNOUNCEMENTS**. Rev. 2/15