



# LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION

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

Dear Non-Owner Occupied or Rental Property Owner:

Please be advised 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 rental and non-owner occupied properties to ensure that the City has a meaningful, efficient and effective means of communicating with those persons and companies who own these properties. (This Chapter is adopted to promote the health and safety of tenants and alleviate conditions of substandard housing, including slums and blight.)

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

<b>Buildings and unoccupied property containing one or two rental units</b>	<b>\$25.00</b>
<b>Buildings and unoccupied property containing three or more rental units</b>	<b>\$40.00</b>

To complete the process, please complete the enclosed application and make your checks or money orders payable to the **City Controller** and mail the completed form together with the check to:

**City of Niagara Falls  
Landlord Rental Registration  
P.O. Box 69, Room 35  
Niagara Falls, NY 14302**

Failure to register any rental property or non-owner occupied property required to be registered under this chapter shall be in violation and a late fee will be assessed as follows:

\$50 after due date  
\$200 after 60 days to 120 days  
\$500 after 121 days to 150 days  
\$750 after 151 days to 200 days  
\$1,200 after 201 days

Be further advised that unpaid registration fees and late fees shall be a lien on the rental property or unoccupied property subject to this chapter.

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](http://www.niagarafallsusa.org) under **NEWS AND ANNOUNCEMENTS**.



# LANDLORD RENTAL AND PROPERTY OWNER APPLICATION

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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 page of the registration form to list additional properties. Additional applications can be obtained online at [www.niagarafallsusa.org](http://www.niagarafallsusa.org) under **NEWS & ANNOUNCEMENTS**.

