



**LANDLORD RENTAL AND PROPERTY OWNER  
REGISTRATION  
P.O. BOX 69  
NIAGARA FALLS, NY 14302  
TELEPHONE: (716) 286-4464**

Dear Non-Owner Occupied or Rental Property Owner:

Please be advised your rental renewal is now due. You have 30 days to complete the renewal process without penalty. This renewal will be for a two year period.

All non-owner occupied or rental property owners within the City of Niagara Falls are required to register their properties whether the building is occupied or vacant. A registration form must be completed for each parcel owned. 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 RENEWAL APPLICATION

745 Main St • Room 35 • 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 part 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.**

