LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION

P.O. BOX 69, Room 306
NIAGARA FALLS, NEW YORK 14302
TELEPHONE: (716) 286-4464

Dear Non-Owner Occupied or Rental Property Owner:

Please be advised that landlord rental and property owner registration has expired. You have 30 days to complete the renewal process without penalty. This renewal will be for a two year period.

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. 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, Room 306
Niagara Falls, New York 14302

If there have been no changes to your registration information for a particular parcel, you may check the box below marked "NO CHANGES", place your initials on the line, and return this letter together with your check.

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**.

□ NO CHANGES _____

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 pa of the registration form to list additional properties. Additional applications can be obtained online at www.niagarafallsusa.org under **NEWS & ANNOUNCEMENTS**. Rev. 4/14