



## 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:

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

NO CHANGES \_\_\_\_\_

# LANDLORD RENTAL AND PROPERTY OWNER RENEWAL 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 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.**