



RENTAL DWELLING UNIT REGISTRATION

745 Main Street, Room 306
Niagara Falls, NY 14301
Telephone: (716) 286-4464

Dear Rental Property Owner:

Please be advised that effective, October 1, 2022, the *Rental Dwelling Unit Registration* ordinance went into effect. This ordinance replaces the *Landlord Rental and Property Owner Registration*. The purpose of this ordinance is: (a) to further regulate the rental of dwelling units to protect the public health, safety and general welfare of the people of the City of Niagara Falls, (b) to further achieve the protection of the character and stability of residential areas, (c) to correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well-being of persons occupying dwellings, (d) to enforce minimum standards for heating, plumbing and other sanitary equipment necessary for health and safety, (e) to enforce minimum standards for light and ventilation necessary for health and safety, (f) to enforce minimum standards for the maintenance of existing residential buildings and to prevent slum and blight conditions, and (g) to preserve the value of land and buildings throughout the City.

According to the new ordinance, all owners of rental property within the City of Niagara Falls are now required to register their properties **every year** regardless of whether or not the rental property is occupied or vacant. **Registration is not required for owner-occupied properties containing two (2) or fewer units.** The ordinance also updates the fee schedule associated with registering and renewing rental properties. The fees are as follows:

<u>Initial Application Fee (For New Applicants)</u>		<u>Annual Renewal Fee (For Prior Registrants)</u>	
1-3 rental units	\$95.00	1-2 rental units	\$25.00
4+ rental units	\$175.00	3+ rental units	\$40.00
Towers	\$225.00	Towers	\$40.00

In order to complete the registration process, please complete the enclosed application. All **new applicants** are required to pay the initial application fee, listed above. If you were previously registered under the prior *Landlord Rental and Property Owner Registration*, you **must fully complete the new application** but are only required to pay the annual renewal fee, listed above.

Please note the following changes in the application process:

1. All applicants **MUST** provide a copy of their photo identification upon submission of application.
2. If you do not occupy the property that you are registering **AND** you **DO NOT** reside in Niagara County, you are **REQUIRED** to designate a managing agent who is authorized to accept service of notices and legal process. The managing agent **MUST** reside and/or have an office in the County of Niagara and/or any adjoining county thereto (i.e. Erie, Genesee or Orleans County). All authorized agents **MUST ALSO** provide a copy of their photo identification upon submission of application.
3. In order to be licensed in the City of Niagara Falls, the property owner must provide proof of at least \$25,000 in fire insurance and also name the City of Niagara Falls as a certificate holder on that insurance policy. This requirement is to indemnify and save harmless the City of Niagara Falls against all forms of damage and losses which may result from a fire or other catastrophic loss at the rental premises which would cause the City of Niagara Falls to have to demolish or maintain the building. In lieu of proof of insurance, the registrant may alternatively include proof of a surety bond in the sum of \$25,000, which is to be filed with the Niagara Falls City Controller's Office.
4. If registering as a business entity (i.e. Partnership, Corporation, LLC, etc.) please provide proof of your business registration with the State of New York. Proof of registration with the state can be found by searching for your business entity at the following location:

<https://apps.dos.ny.gov/publicInquiry/>

Please make your check or money order payable to the City Controller and mail the completed form along with your payment to:

City of Niagara Falls, New York
Office of Landlord and Property Owner Registration
745 Main Street, Room 306
Niagara Falls, NY 14301

Failure to register any rental property required to be registered is a violation of Section 1142 of the Ordinances of the City of Niagara Falls and may subject you to criminal penalties, including a fine in an amount not more than \$250.00 or by imprisonment for not more than fifteen (15) days, or by both said fine and imprisonment. Each day in which any such violation shall continue shall be deemed a separate offense. **In addition, as per Section 911 of the Ordinances of the City of Niagara Falls, failure to comply with this registration shall terminate the refuse and recycling collection at which time the carts will be removed from the subject property.**

Any questions and/or concerns regarding this process may be directed to the Landlord Property Clerk at (716) 286-4464. Thank you.

CITY OF NIAGARA FALLS, NEW YORK RENTAL DWELLING UNIT REGISTRATION FORM

1. Property Address: _____

2. Application For: ☐ New Landlord Registration ☐ Update/Renew Landlord Registration
(Check One) ☐ Submitting Updated Insurance ☐ Transfer Registration

3. Date Submitted: _____

4. Owner Occupied? (Check One) ☐ Yes ☐ No

5. Does owner live in Niagara County? (Check One) ☐ Yes ☐ No

6. Property Type? (Check One) ☐ Residential ☐ Mixed Residential/
Commercial

7. Number of Residential Units: _____

8. **Property Owner Type:** ☐ Sole Proprietor (Individual) ☐ Partnership
☐ Corporation ☐ LLC

Note: If your property is held in a partnership, corporation or LLC, please complete the attached (a) Partnership Rental Dwelling Unit Registration Form; (b) Corporation Rental Dwelling Unit Registration Form; or (c) LLC Rental Dwelling Unit Registration Form.

9. Property Owner's Name, Address, Telephone Number(s) and Email Address:

Name: _____

Address: _____

Telephone Number: _____ Date of Birth _____

Email Address: _____

Note: Property owner must provide copy of photo identification.

If you do not occupy the registered property and have marked 'NO' in Item 5, you are REQUIRED to designate a managing agent authorized to accept service of notices and legal process and who resides and/or has an office in the County of Niagara and/or any adjoining county thereto (i.e. Erie, Genesee or Orleans County).

10. Agent's Name, Address, Telephone Number(s) and Email Address:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Note: Agent must provide copy of photo identification.

11. Agent acknowledges their position as Primary Agent for the property listed in 'Item 3', above. _____ Agent's Initials

12. Agent acknowledges that they must respond to any notifications issued by the City of Niagara Falls Department of Code Enforcement within TWENTY FOUR (24) HOURS of RECEIPT.
_____ Agent's Initials

13. Agent acknowledges that failure to respond may result in removal from the Agent List and REVOCATION of Rental Dwelling Unit Registration Certificate.
_____ Agent's Initials

14. Rental Property Insurance:

Insurance Company Name: _____
Address: _____
Telephone Number: _____ Policy No. _____
Email Address: _____ Exp. Date _____
Note: Property owner must provide proof of insurance.

15. Will property be managed by Property Manager: ☐ Yes ☐ No

If, 'Yes', please enter the following information regarding Property Manager:

Name: _____ Address: _____
Telephone Number: _____
Email Address: _____
Note: Property manager must provide copy of photo identification.

16. Signature(s) and Acknowledgment:

The undersigned owner certifies, under penalty of perjury, that the information included on the foregoing 'City of Niagara Falls Rental Dwelling Unit Registration Form' is true and correct.

Sworn to before me on this _____
day of _____, 20____. Owner Signature _____

Notary Public / Commission of Deeds _____ Owner Name (Printed) _____

Commission Expiration Date _____

NON-COUNTY RESIDENT OWNERS

I certify and agree that I am a non-resident property owner and hereby designate the agent listed on the 'City of Niagara Falls Rental Dwelling Unit Registration Form' to serve as the Agent of record for purposes of managing the property identified in the 'City of Niagara Falls Rental Dwelling Unit Registration Form' and authorize and consent to service of all notices, warnings, communications and legal processes upon the designated agent.

The undersigned Agent accepts the designation as Agent and agrees to serve as the owner's Agent for all purposes required by the Codified Ordinances of the City of Niagara Falls.

Owner Signature _____

Agent Signature _____

Owner Name (Printed) _____

Agent Name (Printed) _____



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

**DO YOU, THE OWNER OR AN IMMEDIATE FAMILY
MEMBER RESIDE AT THIS PROPERTY?**

Property must be a single family home for immediate family member to qualify for waiver

☐ **YES** ☐ **NO** If no, you must complete the registration form

If, **YES**, **NO FEE IS REQUIRED**, simply fill out the bottom of this form and return **WITHOUT** payment **with proof of residency**.

FOR OWNER-OCCUPIED PROPERTIES:

Check the "Yes" box above and complete and sign the form below

RETURN THE ENTIRE NOTICE WITHOUT PAYMENT TO:

City of Niagara Falls, Department of Code Enforcement, P.O. Box 69, Niagara Falls, NY 14302

For the owner occupancy exemption YOU MUST provide proof of residency:

Examples of accepted documents are: (COPIES ONLY)

- Valid NYS driver's license, learners permit or Non-drivers ID. **OR**
- Bank statement showing your name and mailing address only. (Please delete or obscure any financial data).

By signature and submission of this form, the owner of the aforementioned address in the City of Niagara Falls, NY attests that all information provided is true and correct. The owner further understands that any change in status of their ownership or that of the property itself requires notification of such to the office of Landlord Licensing and Registration.

Required Owner Information.

Name of Occupant: _____

Owners Address: _____

Owners Phone No. _____

Signature of Owner _____ Date _____

PARTNERSHIP/CORPORATION/LLC REGISTRATION FORM

Property Address: _____

1. Please provide the FULL name of the partnership, corporation or LLC: _____

2. Does the business entity do business under another name (d/b/a)?

Yes ☐

No ☐

If YES, please provide the additional names under which this business operates:

3. How many members constitute the partnership? _____

4. Please provide the name, date of birth, title and residence address of all partners, officers, directors, and managing and/or general agents of the partnership, corporation or LLC:
NOTE: If more space is needed, please attach a separate list to this document.

Name: _____ Address: _____

Title: _____

Date of Birth: _____

Name: _____ Address: _____

Title: _____

Date of Birth: _____

Name: _____ Address: _____

Title: _____

Date of Birth: _____

Name: _____ Address: _____

Title: _____

Date of Birth: _____

5. Please indicate which member of the partnership, corporation or LLC should be named in Court Actions on behalf of the corporation:

NOTE: Only names and address belonging to physical persons will be accepted by the Department of Code Enforcement. Addresses provided must differ from the owned property address. The Department of Code Enforcement will not accept the name of an attorney (who is not a member of the business entity) as the person to be named in Court Actions.

Name: _____ Address: _____

Title: _____

Is this the same individual designated as the Agent with the New York State Secretary of State?

Yes ☐

No ☐

If NO, please provide the name and address of the Designated Agent that is on file with the New York State Secretary of State:

Name: _____ Address: _____

NOTE: The Department of Code Enforcement will accept an attorney's name for purposes of service of process.

CERTIFICATION

I, _____, do hereby certify that the property located
(Name of Person Completing Form)

at: _____, in the City of Niagara Falls, State of New
(Address of Property)

York, is owned by _____, which is registered to do business in
(Name of Business Entity)

the State of New York as a:

☐

LLC

☐

Corporation

☐

General Partnership

☐

Limited Partnership

I do hereby certify that all statements made by me in the 'City of Niagara Falls Rental Dwelling Unit Registration Form' is true and correct to the best of my knowledge, information and belief. Further, I understand that in the event that I have knowingly and willingly made any false statements, I will be liable for punishment in accordance with all applicable laws and statutes.

Sworn to before me on this _____
day of _____, 20__.

Signature

Print Name

Notary Public / Commissioner of Deeds

Relationship to Business

You can pay by mailing a check to this office: City of Niagara Falls, Department of Code Enforcement, 745 Main Street, Room 306, Niagara Falls, NY 14302 or by using a credit card. There is a 2.45% fee if using a credit card with a \$1.95 minimum charge for any transaction under \$80.

Credit Card Information: *Sorry we do not accept American Express*

Name on Credit Card _____

Credit No. _____

Expiration Date: _____ Zip Code _____

Signature _____

All documents with personal information will be destroyed immediately after permit has been issued

Due to the current COVID-19 crisis and following local, state and federal guidelines, the City of Niagara Falls, Department of Code Enforcement Office will be restricted to scheduled appointments until further notice. Any in-person visits will require adhering to all health advisories. Please do continue to reach out via email or by phone to conduct business. And, we apologize for any inconvenience or delay in responding to inquiries and we appreciate your patience.

Please make sure all paperwork is filled out completely, any incomplete paperwork sent back to us will delay your permit.