

**CITY OF NEWBURGH  
OFFICE OF CODE COMPLIANCE**  
123 Grand Street  
Newburgh, N.Y. 12550  
Phone: (845) 569-7400 Fax: (845) 569-0096  
[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

**Steve Hunter**  
Code Compliance Supervisor

**SEPTEMBER 15, 2008**

**LANDLORD REGISTRATION STATEMENT**

*(Please complete this form for each building that you own)*

**Building**

Street Address: \_\_\_\_\_  
Tax Map Number \_\_\_\_\_:

**Ownership**

Owner(s) of Record: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** *(If owner is not an individual or individuals):*

Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Agent-Required if owner does not reside in the City or within 25 miles of the City of Newburgh**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Property Use: Commercial: \_\_\_\_\_ Residential: \_\_\_\_\_ Mixed Use: \_\_\_\_\_

Owner Occupied: \_\_\_\_\_

No. of Stories: \_\_\_\_\_

No. of Commercial Units: \_\_\_\_\_ Description of Commercial Use: \_\_\_\_\_

Total No. of Dwelling Units: \_\_\_\_\_

Dwelling No. 1 Flr/Flrs: \_\_\_\_\_

Dwelling No. 2 Flr/Flrs: \_\_\_\_\_

Dwelling No. 3 Flr/Flrs: \_\_\_\_\_

Dwelling No. 4 Flr/Flrs: \_\_\_\_\_

Total No. of Rooming Units: \_\_\_\_\_

No. of Rooming Units Each

Floor: \_\_\_\_\_

\_\_\_\_\_

Does building have a sprinkler system: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ swears and say that he/she is the owner/corporate officer of the above described property; That all statements contained herein are true and accurate and of personal knowledge as the owner of said property.

\_\_\_\_\_  
Signature of Owner/Corporate Officer

Subscribed and sworn to before

Me on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**THE ABOVE STATEMENT MUST BE SIGNED AND NOTARIZED PRIOR TO SUBMISSION**

**The owner and/or managing agent shall keep a current record of all the tenants, including their names and addresses, who are renting, leasing or living in the premises.**

*Upon the submission of the landlord registration statement, said statement shall be reviewed by the Code Compliance Supervisor or his designee for adequacy and should the statement be deemed incomplete, defective or untruthful or any reason, the statement shall be marked "rejected" and returned to the filer. A rejected application shall be deemed to be not in compliance with the provisions of this article.*