



City of Newburgh
Office of Code Compliance
123 Grand Street, Newburgh, NY 12550
Ph: (845) 569-7400 Fac: (845) 569-0096
www.cityofnewburgh-ny.gov

Official Use Only

Received By: _____

Amount Paid: _____

Receipt No.: _____

Date Received: _____

Date Approved: _____

RENTAL PROPERTY STATEMENT

Fee Information

Number of Dwelling Units (check one)	Fee per Unit
_____ 1 or 2 dwelling units <i>and</i> Owner-Occupied	Exempt
_____ 1 to 2 dwelling units	\$95.00
_____ 3 to 5 dwelling units	\$80.00
_____ 6 to 9 dwelling units	\$66.50
_____ 10 to 11 dwelling units	\$62.00
_____ 12 to 14 dwelling units	\$55.00
_____ 15 to 20 dwelling units	\$50.00
_____ 21 or more dwelling units	\$39.50

Property Information

Property Address: _____

Complex Name (if applicable): _____

Section/Block/Lot: _____ Number of Dwelling Units: _____

Number of Tenants Living in All Dwelling Units: _____

Owner Information, Personal (complete if owner(s) is/are natural person(s))

Name: _____

Physical Address: _____

Mailing Address: _____

E-mail Address: _____

Phone Number(s): _____ Date of Birth: _____

Number of Natural Persons Who Own the Property: _____ (if more than one, attach additional information for each additional owner.

Owner Information, Business (complete if owner(s) is/are business entity(ies))

Business Name: _____

Physical Address: _____

Mailing Address: _____

E-mail Address: _____

Phone Number(s): _____ Tax ID # (EIN): _____

Number of Principal Officer or Members of the Business: _____ (You must provide the following information for each principal officer/member. Attach additional sheets, if necessary.)

Principal Officer/Member

Name: _____

Physical Address: _____

Mailing Address: _____

E-mail Address: _____

Phone Number(s): _____ Date of Birth: _____

Authorized Agents (complete if you wish to designate a natural person, age 21 years or older, to receive notices of any code violations or for receiving process in any court proceeding or administrative enforcement proceeding on your behalf)

Number of Authorized Agents: _____ (You must provide the following information for each authorized agent. Attach additional sheets, if necessary.)

Authorized Agent 1

Name: _____

Physical Address: _____

Mailing Address: _____

E-mail Address: _____

Phone Number(s): _____

Property Manager (complete if you hired an natural person or business to maintain the property)

Name: _____

Physical Address: _____

Mailing Address: _____

E-mail Address: _____

Phone Number(s): _____

Vendee (complete if the dwelling unit is being sold through a contract for deed)

Name: _____

Physical Address: _____

Mailing Address: _____

Phone Number(s): _____

Description of Procedure By Which You Process Tenant Inquiries and Complaints: (attach additional pages, if necessary)

Status of Ownership, Fees, Taxes, and Assessments

Do you own other properties in the City of Newburgh? _____

Are you a Member or Officer of any entities that own property(ies) in the City of Newburgh? _____

For each property that you own, or for each property owned by an entity in which you are a Member or Officer, complete the following information (attach additional pages for each additional property, if necessary):

Who is the owner of the property? _____

What is the address of the property? _____

Are dwelling units separately metered for electricity? _____

Are dwelling units separately metered for water? _____

Are dwelling units separately metered for heat? _____

Are all utilities that are the owner's responsibility paid and up to date? _____

Are all taxes (City and School) paid and up to date? _____

Are all assessments (if applicable) paid and up to date? _____

Are all sanitation charges paid and up to date? _____

Inspection Consent

Pursuant to City Code §240-6, a property owner must either: (1) consent to an inspection performed by a member of the City of Newburgh Department of Code Compliance; or (2) submit a certification by a licensed professional engineer that the property is in compliance with the Code of the City of Newburgh, the New York State Uniform Fire Prevention and Building Code, the New York State Property Maintenance Code, or any applicable fire prevention code.

Do you choose to (check one): Provide Consent _____

Provide Certification _____

Attestation

The undersigned hereby applies for a Rental License; acknowledges receipt of a copy of Newburgh City Code Chapter 240; acknowledges the provisions of this law have been reviewed; attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties; certifies that all information contained in this application is complete and accurate; and certifies that the subject premises conforms to the Code of Ordinances of Newburgh and the laws of the State of New York.

I, _____, as owner/principal (circle one) of the subject premises,
(Print name)

Being duly sworn, depose and say that I am the person who has executed the foregoing application and that the statements made herein are true to the best of my knowledge and belief.

Date: _____
Signature of Owner

Sworn or Affirmed Before Me This
_____ Day of _____, 20_____

Notary Public