



CITY OF RENSSELAER

BUILDING AND ZONING DEPT.
CITY HALL, 62 WASHINGTON STREET
RENSSELAER, NEW YORK 12144
(518) 465-1693

RENTAL DWELLING REGISTRATION FORM

GENERAL INFORMATION

RENTAL PROPERTY ADDRESS: _____

TOTAL NUMBER OF UNITS AT THE PROPERTY: _____ TOTAL NUMBER OF UNITS TO BE REGISTERED: _____

REGISTRATION FEE: _____ X **\$50** = _____
No. of Units

*TOTAL FEE (ADD'L FEES MAY BE OWED BEFORE CO MAY BE ISSUED, SEE BACK FOR DETAILS)
ALL CHECKS SHOULD BE MADE PAYABLE TO THE "CITY OF RENSSELAER". CASH PAYMENT
MAY BE MADE IN THE TREASURER'S OFFICE ON THE SECOND FLOOR OF CITY HALL.*

LIST OF UNITS TO BE REGISTERED

PROVIDE A LIST OF THE UNITS TO BE REGISTERED AS THEY ARE NAMED AT THE PROPERTY. THIS IS HOW THEY WILL APPEAR ON THE CO CERTIFICATE.

OWNER INFORMATION

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

AGENT INFORMATION

IF APPLICABLE, PROVIDE THE CONTACT INFORMATION FOR THE AGENT WHO WILL ACT ON THE OWNER'S BEHALF.

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

EMERGENCY CONTACT INFORMATION — MUST PROVIDE TWO INDIVIDUAL EMERGENCY CONTACTS WHO CAN RESPOND TO THE PROPERTY WITHIN 30 MINUTES. BOTH PRIMARY & SECONDARY ARE REQUIRED AND THE OWNER MAY NOT SERVE AS BOTH. (SEE BACK FOR MORE INFO).

PRIMARY EMERGENCY CONTACT – MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

SECONDARY EMERGENCY CONTACT – MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

By submitting this form, I hereby certify that all statements made herein are true and accurate to the best of my knowledge. I acknowledge that if any information contained herein changes, it is my obligation as the owner of the property to re-file an updated Rental Registry Form with the Building and Zoning Department.

Signature _____

Date _____

Rental Dwelling Registry Information

Below you'll find answers to the most commonly asked questions about COs. For more information, including complete copies of the applicable City and State Codes, see our Rental Dwelling Registry Guide, available on our website at rensselaer.ny.gov.

Registration Renewal. Your rental units will remain registered for twenty-four months after the date your residential occupancy permit has been issued. Re-registration, including a new registration inspection, will be required at the end of that twenty-four-month period.

Emergency Contacts – An individual who resides in Rensselaer County or any adjacent county who shall respond either individually or through an agent to the property at all times on 30 minutes' notice in the event of emergencies and who, if not the owner, has the authority to act on the owners' behalf and access all areas of a rental dwelling in the event of such emergencies.

Inspection. Depending on the condition of your property, the inspection will last approximately 15 minutes. The inspector will be looking for code violations so we urge you to review the NYS Building Codes prior to your inspection to ensure that you are in compliance.

Inspection Checklist. A CO inspection is not a top-to-bottom code review of a building but any code violations found must be corrected before a CO may be issued. In a standard inspection will look at 1) smoke and carbon monoxide detectors, 2) open means of egress, 3) general cleanliness, 4) unit security, 5) potential structural problems, 6) electric facilities, and 7) running, clean water. Failures in these areas will lead to deeper investigation.

Smoke Detector Location. For typical small residential buildings, smoke detectors are required on the ceiling or wall outside and in the vicinity of each bedroom area, in each bedroom, and on each floor. Smoke detectors are most effective when placed high in a room.

Carbon Monoxide Detector Location. In typical small residential buildings with fuel burning appliances, carbon monoxide detectors must be installed outside and in the vicinity of each bedroom area. Carbon monoxide detectors are most effective when placed low in a room.

Follow-up Inspections. If code violations are discovered during the first inspection, you will be provided with a list of those violations and what needs to be done to remedy them. Unless they are critical, you will be given 2 weeks to make the necessary repairs or changes.

Follow-up Inspection Scheduling. The date of a follow-up inspection may be sooner or later than the standard 30 days. ***Requests to extend a follow-up inspection date must be by contacting the Building and Zoning Department at 518-465-1693.***

Follow-up Inspection Fees. The \$50 registration fee covers our initial inspection and one follow-up inspection and must be paid up front. No inspection may be scheduled before the \$50/unit fee has been paid. If violations are discovered after a follow-up inspection, a \$40/unit fee will be charged for each inspection thereafter.

No Show and Late Cancellation Fees. ***If no one is at the property to let the inspector perform the inspection at the scheduled time, a \$40/unit no-show fee will be assessed. Cancellations received less than 24 business hours before the scheduled inspection time will also incur a \$40/unit fee.***