

Beginning in October 2003, all rental dwelling units in the City of Rensselaer must be registered with the City's Building Department.

As of January 2004, residential occupancy permits for rental dwellings will be valid for two (2) years from the date they are issued OR when there is a change in the occupancy of the unit.

This pamphlet should answer some of the questions you might have about changes in the process of obtaining certificates of occupancy for rental apartments. If you still have questions after reading though this pamphlet, please call the City of Rensselaer Building Department at 465-1693.



**Q. What is the Rental Dwelling Registry?**

**A.** The Rental Dwelling Registry is a list of all rental dwelling units in the City of Rensselaer with information including the address of the rental property and the name(s), address, and telephone number of the owner(s), so he or she, or an agent responsible for the building can be reached at all times.

**Q. How do I register and arrange for a certificate of occupancy inspection?**

**A.** A registration form can be obtained by writing to:

Building Department  
City of Rensselaer  
City Hall, 62 Washington St.  
Rensselaer, NY 12144

by calling **(518) 465-1693**

or by accessing the form at

**[www.rensselaerny.gov](http://www.rensselaerny.gov)**

**Q. Are there any fees to register?**

**A.** No, there are no fees to register your rental dwelling units.

**Q. What is the fee for the certificate of occupancy/compliance inspection?**

**A.** The fee for residential certificates of occupancy inspection is \$30.

**Q. For how much time is the Registry and residential certificate of occupancy valid?**

**A.** The Rental Dwelling Registration and residential certificate of occupancy are valid for 24 months or when there's a change in tenancy, whichever comes first.

**Q. What if my residential dwelling units already have valid certificates of occupancy?**

**A.** You must still register, but those certificates of occupancy will be valid until 24 months from the date they were issued or when there's a change in tenancy, whichever comes first.

**Q. What if code violations are found?**

**A.** If the violations are minor, a temporary certificate of occupancy can be issued. Violations must then be addressed as soon as possible.

**Q. What if the property is sold?**

**A.** The new owner of the building must re-register the rental units within 60 days of assuming ownership.

**Q. What if there are other changes in registry information?**

**A.** Building registration information must be updated with the Rensselaer Building Department within 30 days of the changes.

**Q. What if I fail to register my property?**

**A.** Penalties will be levied for failure to register or to provide accurate or requested information. Building owners, upon conviction, will be subject to the penalties set forth in Section 121-86 of the Code of the City of Rensselaer.

If you still have questions, the City of Rensselaer Building Department staff is here to assist you. Please feel free to call us at (518) 465-1693.

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City of Rensselaer  
Building Department

# Rental Dwelling Registry



**What Is It?**

**How Does It Work?**