

Q: What is the dwelling registry?

A: The rental dwelling registry is a list of all rental units in the city of Rensselaer with information including the address of the rental property, the name of owner(s), so he/she or an agent responsible for the building can be reached at all times.

Q: Are there any fees to register?

A: There are no fees to register your rental units.

Q: Is there a fee for inspection to obtain certificate (s) of occupancy / compliance?

A: The fee for each CO (certificate of occupancy) is **\$50.00** ..... One is required for each unit.

Q: How long is the Certificate Valid?

A: The CO is valid for two years or when there is a change of tenancy, which ever comes first.

Q: What if I fail to register my rental unit?

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

Q: Is ID required.

A: Yes—Photo ID is required to register Property.

Q: How do I register and arrange for a CO inspection?

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

**Building Department**  
**62 Washington St.**  
**Rensselaer, NY 12144**

Q: What if my residential dwelling units already have valid CO's?

A: You must still register, but those CO's will be valid for a period of 24 months from the date they are issued OR when there is a change of tenancy.

Q: What if Code violations are found?

A: If the violations are minor a temporary CO can be issued. ALL violations must then be addressed to obtain your permanent CO.

Q: What if property is sold?

A: The new owner must register the dwelling within 60 days of assuming ownership.

Q: What if there are other changes in registry information?

A: Building registration must be updated within 30 days of the changes.

Since October of 2003, All residential dwelling units in the city of Rensselaer must be registered with the city's building department.

As of January 2014, Certificate of occupancy/compliance for rental dwellings will be valid for a period of Two years from the date it is issued OR if there is a change of Tenancy.

This pamphlet should answer some of the questions you may have about changes in the process of obtaining your CO for all rental units.

If you have any further questions after you have read through this pamphlet, you can call the building department and we can assist you.

**518-465-1693**