



CODE ENFORCEMENT  
**Village of Johnson City**

Municipal Building

60 Lester Avenue Johnson City 13790  
Phone (607) 797-1021 Fax (607) 798-9553  
E-mail: [Codeofficer@villageofjc.com](mailto:Codeofficer@villageofjc.com)

## RENTAL HOUSING REGISTRATION

You must submit a separate registration form for each building

Pursuant to the Village of Johnson City Rental Housing Law, the owner of each building containing one or more residential rental units shall complete this form and register the building with the Code Enforcement Office. UNREGISTERED RENTAL PROPERTIES ARE UNLAWFUL.

Permits will be issued for any residential rental dwelling subject to the Rental Permit Law upon the owner making application and certifying under oath and subject to perjury that said dwelling is in compliance with all applicable Village and State Codes, Statutes, Laws, Ordinances and regulations. At the request of and with the consent of the owner, the Code Enforcement Officer shall inspect the property for compliance prior to the issuance of a permit.

The applicant is advised that, in addition to any other remedies available under the law, any owner of a property which contains a building with one or more residential rental dwelling units who fails to comply with the minimum requirements of the Village of Johnson City Rental Housing Law, must comply by applying for and obtaining a Rental Permit pursuant to the Village of Johnson City Rental Housing Law, and given probable cause are subject to revocation or nonrenewal. Furthermore, the owner shall also be subject to all penalties set forth in said Village of Johnson City Rental Housing Law.

Post Office Boxes shall not be accepted as a physical address. There is space provided below for the mailing address. The building intended to be registered shall not be utilized as the owner's or agent's address unless it is the principal place of business or residence of the owner or agent.

**Office Use Only:**

Parcel Identification Number:

Date Application Received:

Temporary Rental Permit #:

Rental Permit Approved:  Yes  No

Rental Permit NOT Approved Details: \_\_\_\_\_

If Yes, Rental Permit Number: \_\_\_\_\_

Rental Permit Valid Until: \_\_\_\_\_

Pre-existing Non Conforming Use: \_\_\_\_\_ Existing CZO (if so what year): \_\_\_\_\_

Traditional Family: \_\_\_\_\_ OR; Functional Family: \_\_\_\_\_

Physical Address of Rental Property: \_\_\_\_\_

Tax Map ID #: \_\_\_\_\_

Type of Application:  New  Change in Property, Owner or Agent  Renewal

Fee \$ \_\_\_\_\_

Property Address: \_\_\_\_\_

## PART A - REQUIRED

### Required Owner Information

Property Owner Name(s): \_\_\_\_\_

Type of Owner:

Individual       Partnership       Limited Liability Partnership  
 Joint Tenancy       Tenancy in Common       Tenancy by Entirety  
 Association       Corporation       Limited Liability Company  
 Other: \_\_\_\_\_

\*\* Please note: if you checked any box other than individual above, you will need to complete page 5 of this registration.

Owner Physical Address: \_\_\_\_\_ NO PO BOXES

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

If you do not live in Broome County, a local agent/contact is required.

Agent/Local Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

All official correspondence (Notices, Violation Notices, Invoices, Etc.) will be mailed to the address of record provided to the Town of Union Assessors Office. Please be advised that if this information changes, it is your responsibility to contact our office to file a new Rental Registration Application.

### Rental Property Information

Each building will need a separate application

Number of Rental Buildings on Parcel:

Number of Rental Units per Building: \_\_\_\_\_

Number of Total Units by Stories: \_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_ 3<sup>rd</sup> Floor \_\_\_\_ 4<sup>th</sup> Floor  
\_\_\_\_ 5<sup>th</sup> Floor \_\_\_\_ 6<sup>th</sup> Floor

Is there a basement? \_\_\_\_ If yes, is there habitable / living space? \_\_\_\_\_

Is there an attic? \_\_\_\_ If yes, is there habitable / living space? \_\_\_\_\_

Is there a functioning fire/smoke detection system? \_\_\_\_ If yes \_\_\_\_ Manual \_\_\_\_ Auto \_\_\_\_\_

Is there working single station smoke \_\_\_\_ and Carbon Monoxide Detectors? \_\_\_\_\_

Is there a sprinkler system in the building? \_\_\_\_ Date of its' last inspection \_\_\_\_\_

Are there accessory buildings? Yes \_\_\_\_ No \_\_\_\_ If yes, please describe # \_\_\_\_ Car garage; \_\_\_\_ Shed  
\_\_\_\_ Other (describe) \_\_\_\_\_ Number of Parking spaces \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_

Is this Unit Vacant or Occupied? \_\_\_\_\_

Number of bedrooms in this Unit: \_\_\_\_\_

Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_

Is this Unit Vacant or Occupied? \_\_\_\_\_

Number of bedrooms in this Unit: \_\_\_\_\_

Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_

Is this Unit Vacant or Occupied? \_\_\_\_\_

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Number of bedrooms in this Unit: \_\_\_\_\_

Written Lease or Oral Lease: \_\_\_\_\_

Apt/Room Identifier (letter/number) of Rental Unit: \_\_\_\_\_

Is this Unit Vacant or Occupied? \_\_\_\_\_

Number of bedrooms in this Unit: \_\_\_\_\_

Written Lease or Oral Lease: \_\_\_\_\_

Copies of this page are acceptable if more spaces are required

I, \_\_\_\_\_, hereby apply for the Village of Johnson City Rental Registry Permit and affirm that written leases contain language from Village of Johnson City Rental Housing Law Section 165-19.

I further request and authorize an inspection of the rental property, owned by me, at \_\_\_\_\_ in the Village of Johnson City, New York.

\_\_\_\_\_  
Signature

Check here if property has been inspected previously by Village Code Dept., in accordance with Village of Johnson City Code § 166-7. Inspection of dwellings, dwelling units, rooming units and premises.

I am not requesting an inspection of the rental property, owned by me, at \_\_\_\_\_ in the Village of Johnson City, New York, and by my signature, certify that the property is in compliance with all applicable codes and standards as provided on the self - certification form. (1 and 2 unit properties only)

\_\_\_\_\_  
Signature

Any false statement made herein is punishable as a Class A Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature (Required)

Registration Fee is required to be submitted with this application

Within thirty (30) days of a change in the information provided, the owner shall complete and submit a new registration form for each building affected by the change. In the instance of a transfer of ownership of the property, the buyer/seller of the property shall give notice in writing to the Code Enforcement Office within two (2) business days after closing. This notice shall include the name and address of the buyer. The buyer of the property shall complete and submit a new registration form for each building within ten (10) business days after closing.

Village of Johnson City Rental Housing Law Section 165-19: Contained in written lease in 10 Pt or larger: "Please take notice that you and the landlord each have certain rights and responsibilities under the Village of Johnson City Rental Housing Law, a copy of which is available in the Village Hall, 60 Lester Ave, Johnson City, New York, 13790"

Property Address: \_\_\_\_\_

As noted on page 2 of this application, if you are anyone other than an individual owner, you are required to return this page with your Rental Registration Application.

Owner is a Partnership, Limited Liability Partnership, Joint Tenancy, Tenancy in Common, Tenancy by Entirety, Association or Other:

Each Owner, Partner's or General Partner's Name(s), Residence Address, Business Address, telephone # and E-mail:

Name and Residence Addresses:

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Address:

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone and Email:

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner is a Corporation or Limited Liability Company

Principal place of business for Corporation or Limited Liability Company:

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Please provide the Name, Date of Birth, Title and Residence Address of each Officer, Director and Managing Agent of the said Corporation or Limited Liability Company:

Name: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Title: \_\_\_\_\_

DoB: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_



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**DO NOT COMPLETE IF MORE THAN 2 UNITS OR YOU WISH TO HAVE**

**INSPECTION CONDUCTED BY CODE ENFORCEMENT**

**PART B - Compliant Landlord Self Certification Application**

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**Property Information**

Property Address: \_\_\_\_\_

Is this property occupied? Yes \_\_\_\_\_ No \_\_\_\_\_

**Ownership information**

Name of Owner: \_\_\_\_\_

Mailing Address (No PO Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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**Property Manager Information:**

Name of Property Manager or Property Management Company: \_\_\_\_\_

Manager's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_ I acknowledge that if owner is not local, a property manager residing locally is required, per Village Law.

**VILLAGE OF JOHNSON CITY - Compliant Landlord Self Certification Application**  
Please return this application to the Code Enforcement Office, Village Hall, 60 Lester Avenue, Johnson City, NY 13790

## **AFFIDAVIT OF COMPLIANCE**

By affixing my signature and initialing the requirements of the Village of Johnson City Rental Permit Law and the New York State Uniform Fire Prevention and Building Code listed below,

I, \_\_\_\_\_, being duly sworn, deposes and states:

The property located at \_\_\_\_\_, in the Village of Johnson City, in the County of Broome, in the State of New York is in substantial compliance with the Village of Johnson City Rental Permit law and the New York State Uniform Fire and Building Code regarding but not limiting to, the following smoke alarm and carbon monoxide detector, interior and exterior requirements.

### **SECTION I.      A.      Smoke Alarms**

I state under oath that this property is substantially in compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm requirements:

\_\_\_\_\_ Each room used for sleeping purposes contains a smoke alarm.

\_\_\_\_\_ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.

\_\_\_\_\_ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attics)*

### **B.      Carbon Monoxide Alarms**

I state under oath that this property is substantially in compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

\_\_\_\_\_ Carbon monoxide detection shall be installed in residential buildings and commercial buildings in all rooms, occupiable space, dwelling units, sleeping areas, and sleeping units that contain a fuel-burning appliance or system.

\_\_\_\_\_ Carbon monoxide detection shall be installed in a central or otherwise approved location within 10 feet (3048 mm) of the entrance to sleeping areas and sleeping units in residential buildings that contain an attached garage

I state under oath, as a Compliant Landlord Applicant of this property, located within the Village of Johnson City, that I have an ownership interest in, is in substantial compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to the Smoke Alarm & Carbon Monoxide Detector requirements stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Section II.     Exterior of the Dwelling**

I state under oath that this property is substantially in compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

- \_\_\_\_\_ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads).
- \_\_\_\_\_ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration
- \_\_\_\_\_ All exterior wood surfaces have a protective coating to prevent deterioration
- \_\_\_\_\_ All buildings shall have approved 4" address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.
- \_\_\_\_\_ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

I state under oath, as a Compliant Landlord Applicant of this property, located within the Village of Johnson City, that I have an ownership interest in, is in substantial compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to Exterior of the Dwelling requirements stated above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section III:    Interior of the Dwelling**

I state under oath, as a Compliant Landlord, that the properties within the Village of Johnson City that I have an ownership interest in are in substantial compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to interior of the dwelling requirements including, but not limited, appliances and other interior structures:

- \_\_\_\_\_ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- \_\_\_\_\_ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

**VILLAGE OF JOHNSON CITY - Compliant Landlord Self Certification Application**  
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\_\_\_\_\_ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

\_\_\_\_\_ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

I state under oath, as a Compliant Landlord Applicant of this property, located within the Village of Johnson City that I have an ownership interest in, is in substantial compliance with the Village of Johnson City Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to Interior of the Dwelling requirements stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.**

**THIS APPLICATION MUST BE NOTARIZED**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Relationship of Signatory to Owner: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\*\*\*\*\*

*For Official use only*

Received By: \_\_\_\_\_

Check# \_\_\_\_\_ Money Order: \_\_\_\_\_ Amt \$ \_\_\_\_\_

Online: \_\_\_\_\_