Rental Dwelling Registry Law Filing Form

Date _____

Property Information

Address: _____

_____

_____

Number of units: _____

Owner Information

Name: _____ Name: _____

Address: _____ Address: _____

_____ _____

Note: P.O. Boxes are not acceptable

Email:_____ Email:_____

Phone:_____ Cell:_____ Phone:_____ Cell:_____

Work:_____Fax: _____ Work:_____ Fax:_____

IF THE CONTACT ADDRESS OF THE PROPERTY OWNER IS NOT WITHIN SCHENECTADY COUNTY OR WITHIN A 25 MILE RADIUS OF THE PROPERTY, YOU MUST PROVIDE THE NAME OF A MANAGER OR AGENT WHO RESIDES IN SCHENECTADY COUNTY OR WITHIN A 25 MILE RADIUS OF THE PROPERTY:

Agent /Manager Name: _____

Address: _____

_____

Email: _____

Home Phone: _____ Cell: _____ Work: _____ Fax: _____

Per Local Law 2010-C Rental Property Inspection all rental properties need to be inspected once every thirty-six (36) months. If the property is a rental you will need to contact the Village Clerks office to pay the required fee and then schedule an inspection with the Fire Department.

Scotia Fire Department – 518-381-6115 ext 1 to schedule an inspection.