



City of Newburgh
Office of Code Compliance
123 Grand Street, Newburgh, NY 12550
Ph: (845) 569-7400 Fax: (845) 569-0069
www.cityofnewburgh-ny.gov

Official Use Only

Date Rec'd _____
Amt. Paid _____
Check # _____
Reg. # _____
Approved By _____
Date Approved _____

Rental License Application

Date Ownership Assumed _____

Type of Dwelling:

License Fees for Dwelling:

- 1 or 2 Dwelling Units and Owner OccupiedExempt from fee only
- 1 Dwelling Unit.....\$150.00
- 2 Dwelling Units.....\$250.00
- 3 Dwelling Units.....\$350.00
- 4 Dwelling Units.....\$450.00
- 5 to 10 Dwelling Units.....\$750.00
- 11 to 50 Dwelling Units.....\$1500.00
- 51 to 100 Dwelling Units.....\$2000.00
- 101 to 200 Dwelling Units.....\$2500.00
- Over 200 Dwelling Units.....\$5000.00

Property Address _____

Complex Name if Multi-family _____

Tax Map No. _____ Section, Block & Lot No: _____

Owner Name: _____ Date of Birth: _____

(Include information for principal officers and each natural person who possesses ownership interest in rental property. If more than one owner exists, attach additional required information to application.) Employer ID No. (if applicable): _____

Residence Address: _____

City: _____ State _____ Zip _____

Business Address: _____

City: _____ State _____ Zip _____

Phone No: _____ Cell No: _____ Email: _____

Local Agent Name: _____ Date of Birth: _____

(Must be a natural person who is at least 21 years old and who maintains offices or resides in New York State) Address: _____

City: _____ State _____ Zip _____

Phone No: _____ Cell No: _____ Email: _____

Property Manager <i>(Must maintain offices within 45 miles of the City and must be available by phone or in person at all times.)</i>	Name: _____ Date of Birth: _____
	Address: _____
	City: _____ State _____ Zip _____
	Phone No: _____ Cell No: _____ Email: _____

Vendee <i>(Required if dwelling is being sold through a contract for deed.)</i>	Name: _____ Date of Birth: _____
	Address: _____
	City: _____ State _____ Zip _____
	Phone No: _____ Cell No: _____ Email: _____

Check to indicate which contact should be listed on rental license certificate. If none selected, City will list property manager on certificate: Owner Local Agent Property Manager Vendee

Number, Type and Size of Dwelling Units:

A. _____ Single Family @ _____ Sq. Ft. Living Area; _____ Bedrooms

B. _____ Two Family (Duplex) @ _____ Sq. Ft. Living Area/Unit; _____ Bedrooms

C. _____ Townhouse @ _____ Sq. Ft. Living Area/Unit; _____ Bedrooms

D. _____ Multiple Dwellings _____ Number of dwelling buildings

 _____ Efficiency Units @ _____ Sq. Ft./Unit

 _____ 1 Bedroom Units @ _____ Sq. Ft./Unit

 _____ 2 Bedroom Units @ _____ Sq. Ft./Unit

 _____ 3 Bedroom Units @ _____ Sq. Ft./Unit

 _____ 4 Bedroom Units @ _____ Sq. Ft./Unit

 _____ Total Dwelling Units in Multiple Dwellings

Total Number of Tenants: _____

Describe procedure through which tenant inquiries and complaints will be processed:

Describe status of utility fees, property taxes, and other assessments on the subject property and other rental real property in the City owned by the applicant:

The undersigned hereby applies for a Rental License and acknowledges receipt of a copy of Newburgh City Code Chapter 163; acknowledges the provisions of this law have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the Compliance Official as provided in Code Section 240-6; certifies that all information in this application is complete and accurate; and certifies that the subject premises conforms to the Code of Ordinances of Newburgh and the laws of the State of New York.

I _____ being first duly sworn, upon my oath, depose and say that
(print owner's name)

I am the person who has executed the foregoing application and that the statements made herein are true to my own knowledge and belief.

Notarized Signature of Owner: _____ **Date:** _____

Notary Public Signature _____ **Location:** _____

Subscribed and sworn to before me this _____ **day of** _____ **20** _____

Fee amount enclosed: _____

Important Notice to Applicant:

- It is unlawful for a property owner to offer any unit for rent or occupation without first obtaining a rental license.
- **Rental License Application Submittal Process:** The applicant must submit the rental license application and required fees to the Newburgh Office of Code Compliance within 30 days of assuming ownership of the rental property, or within 10 days of receipt of notice from the municipality, whichever occurs first. The applicant must individually register each rental property with separate section, block, and lot number. If the rental license application is incomplete or the applicant does not meet the requirements of the licensing process within 120 days of the submittal date, the application will be cancelled.
- **Inspections Required:** No rental license will be issued until the compliance officer conducts an inspection as described in Code § 240-6 and determines that no life, health, and safety violations or discrepancies exist. Inspection fees must be paid prior to rental license issuance.
- **License Duration & Renewal:** Once issued, the rental license is valid for one year from date of issue and the fees are not refundable for any reason. The applicant must renew the license annually and pay the appropriate fees 90 days prior to its expiration date.
- **Changes in Information:** Within 10 days of any change in rental license information, the applicant must file an amended rental property application with the Office of Code Compliance.
- **Rental License Not Transferable:** The rental license is not transferable to another person or to another rental property. Anyone holding a rental license must notify the Office of Code Compliance within 10 business days of legally transferring or disposing of any licensed rental property, and this notice must include contact information for the new owner.
- **License Must Be Posted on Property:** Every licensee of a rental property with more than four units must post the current rental license certificate in the main entryway or some other conspicuous location. For rental properties of four or fewer units, the licensee must attach a copy of the rental license certificate to each tenant's copy of the executed lease agreement.
- **City Trash Policies & Parking Regulations Must Be Posted on Property:** Additionally, the licensee must post the City's trash and refuse policies and alternate-side parking regulations in the main entryway or other conspicuous location. For rental properties with only one unit or no common entryway, the licensee must provide copies of these policies and regulations with each tenant's copy of the executed lease agreement.
- **Occupancy Register Required:** The licensee must keep a current Register of Occupancy for each dwelling unit that is available to the Office of Code Compliance at all reasonable times and that records (1) its address, (2) the number of bedrooms and maximum number of occupants, (3) the number of adult and children occupants and legal names and birth dates for adult occupants, (4) the dates of tenants' occupancy and vacancy, (5) a chronological list of tenant complaints and repair requests related to provisions in the Newburgh Code of Ordinances, and (6) a chronological list of corrections made in response.
- **Prerental Inspection Available:** The applicant may request a prerental inspection for a unit prior to placing tenants and obtain a certificate of compliance stating that the apartment is in compliance with applicable City and state property maintenance codes. Inspection costs will be included with the license fee.