

Village of Potsdam

P.O. Box 5168, Potsdam, New York 13676

Instructions for Filling Out and Submitting a Village of Potsdam Rental Housing Permit

Failure to comply with the provisions for applying for a rental permit are subject to penalties outlined in Section 134-18 of the Code of the Village of Potsdam.

Complete this application if you rent property that you own in the Village. All applications need to be notarized. There is a Notary Public in the Planning & Development Office if you choose to submit this form in person.

The Code Enforcement Officer will review your application (only if a valid registration is on file or has been submitted). The Code Enforcement Officer will send further notification as to a date and time when your rental unit(s) will be inspected. Inspection takes place every three years and there is a \$25.00 per unit inspection fee payable before the inspection. More information regarding the inspection process will be forwarded with the appointment letter. If there are any questions, please call the office at (315) 265-7678.

APPLICATION FOR RENTAL HOUSING PERMIT

1. PROPERTY LOCATION

No.: _____ Street Name: _____ Tax Map #: _____

Total Number of Rental Units: _____

Number of Intended Tenants Per Unit: _____

2. OWNER

Name : _____

Mailing Address: _____

Phone: _____ Cell: _____ Fax: _____

3. MANAGING AGENT (IF APPLICABLE)

Agent Name : _____

Home Address: _____

Phone: _____ Cell: _____ Fax: _____

All pertinent information must be completed, documents listed on the reverse side submitted, fees as noted on reverse side submitted, and owner or agent signature must be notarized.

NOTE

The filing of a rental permit application grants the Code Enforcement Office permission to enter and inspect said units.

REQUIRED DOCUMENTS

Proof of the legal residence of the owner.

Copy of last deed of record as recorded with St. Lawrence County Clerk confirming ownership of the property.

Parking plan indicating the appropriate number of legal spaces in accord with the Code of the Village of Potsdam.

Copy of contract with a carter providing for weekly (at a minimum) refuse pickup.

A floor plan depicting the location and size of all occupancy areas as required by the NYS Property Maintenance Code.

FEE SCHEDULE (for inspections)

Number of Rental Units _____ X \$25.00 = _____

Checks should be made payable to:
Village of Potsdam

ALL REGISTRANTS MUST HAVE SIGNATURE NOTARIZED

STATE OF NEW YORK }
COUNTY OF ST. LAWRENCE } ss.:

I, _____ being duly sworn, state that I am the person(s) described in and who signed the foregoing statement; that I am the owner or agent of said premises; that I have read the same or heard it read and know the contents thereof; that the same correctly described the character present and proposed, use and location of the above dwelling, non-dwelling or vacant land.

Owner or Agent

Sworn before me this _____ day of _____, _____.

Notary Public