

Village of Potsdam

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

Instructions for Filling Out and Submitting a Village of Potsdam Property Registration Form

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

Complete Part I & Part III if you rent property that you own in the Village. Complete Part II & III if you own and live at, the land is vacant, or the building on the land is used for non-dwelling purposes. All registrations need to be notarized. There is a Notary Public in the Planning & Development Office if you choose to submit this form in person.

There is a one time registration fee of \$25 for rental property; all other registrations are free. Please submit this fee at time of registration. Checks can be made payable to the Village of Potsdam. Mail or submit in person to the following address:

Village of Potsdam
Code Enforcement Office
2 Park Street, Civic Center Basement
P.O. Box 5168
Potsdam, New York 13676

The Code Enforcement Officer will review your registration application. If you are an owner occupied dwelling/property, then there is no further action needed. If your property is a rental dwelling, the Code Enforcement Officer will also review your rental permit application and 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.

DWELLING REGISTRATION FORM

THIS FORM TO BE FILLED OUT BY THE OWNER OF EVERY DWELLING AS DEFINED IN SECTION 134-3 D OF THE VILLAGE OF POTSDAM CODE. COMPLETE PART I AND III IF YOU'RE REGISTERING A RENTAL PROPERTY; COMPLETE PART II AND III IF YOU'RE REGISTERING ANY DWELLING UNIT OTHER THAN RENTAL UNIT. (RENTAL PROPERTY OWNERS, IN ADDITION, ALSO NEED TO SUBMIT A RENTAL PERMIT APPLICATION.)

PART I - RENTAL REGISTRATION

1. OWNER

Name: _____

Home Address: _____

Business Address: _____

Phone #: _____ Business/Cell Phone #: _____

2. PROPERTY

Location of Dwelling: _____

Tax Map Number: _____ Total No. of Rental Units: _____

3. MANAGING AGENT

Designation of Managing Agent: Must be 18 years of age or older, who actually resides within the County of St. Lawrence, and who shall be designated by such owner as a managing agent in control of and responsible for the maintenance and operation of such dwelling and who shall be designated as the person upon whom process may be served on behalf of the owner. An owner who meets the requirements of this subsection location of residence or place of transacting business of a managing agent may designate himself as such managing agent.

Agent Name : _____

Home Address: _____

Business Address: _____

Phone #: _____ Business/Cell Phone #: _____

PART II - EXEMPTIONS

SINGLE FAMILY OWNER-OCCUPIED DWELLING

The dwelling located at _____, Potsdam, NY and owned by _____, phone number _____ is an owner-occupied single family dwelling and is therefore exempt from the requirements of Chapter 134 of the Code of the Village of Potsdam.

NON-DWELLING PURPOSES

The building/property located at _____, Potsdam, NY and owned by _____, phone number _____

is (check one) vacant land used for non-dwelling purposes and will not be used for dwelling purposes and is therefore exempt from the requirements of Chapter 134 of the Code of the Village of Potsdam. It will however be subject to inspection under the requirements of Tittle 19 NYCRR, Part 1203.3(h)(2).

Use of this property will be: _____

Note: This property must be re-registered if sold, rented or if use changes.

PART III - NOTARIZATION

ALL REGISTRATIONS NEED TO BE 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