



CITY OF WATERTOWN, NEW YORK RENTAL REGISTRATION APPLICATION

Every owner of a Rental Property is required to register each Rental Property and pay all fees in accordance with § 177 of the Code of the City of Watertown, except owner-occupied single family dwellings, hotels, motels, nursing homes, hospitals, adult homes, assisted living facilities, hospice residences, and other licensed residential health care facilities.

RENTAL PROPERTY INFORMATION

A separate application must be submitted for each Rental Property

Street Address of Rental Property: _____

Tax Map Identification Number: _____

Number of Rental Units at this Property: _____

Addresses of Individual Units: _____ **occupied yes__ No__**

Additional addresses on back _____ **occupied yes__ No__**

OWNER AND MANAGING AGENT INFORMATION

If the property is owned by a business entity the application shall be executed by the chief executive officer of such entity (e.g., president, general partner, managing member)

Property Owner's Name(s): _____

Owner's Mailing Address: _____

Owner's Physical Address: *If different from above* _____

Telephone and Fax Number(s): _____

Email Address: _____

If the owner of the rental dwelling unit does not live within and/or maintain an office or place of business within Jefferson County, a managing agent must be designated. The agent shall be designated by such owner as in control of and responsible for the maintenance and operation of such dwelling and who shall be designated as the person upon whom process and other notice may be served on behalf of the owner.

Managing Agent's Name: _____

Agent's Mailing Address: _____

Agent's Physical Address: *If different from above* _____

Telephone and Fax Number(s): _____

Email Address: _____

Signature

Date

By signing this application I am affirming that the conditions enumerated in §177-6 C(1) of the Code of the City of Watertown (see reverse) have been met and that I have received and read the portions of City Code enumerated in §177-6 C(2) of the Code of the City of Watertown (see reverse) and understand my obligation to comply with all applicable state and local laws.

