

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:

Additional addresses on back

occupied yes__No__ 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: <i>If different from above</i>	
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.

§177-6 C (1) of the Code of the City of Watertown

Such application shall include an acknowledgement by the owner affirming that rental dwelling unit(s) meet the following conditions:

(a) Rental properties and all rental dwelling units thereon shall comply with all applicable federal, state or local statutes, laws, ordinances, codes, rules or regulations, including the applicable provisions of the New York State-adopted rules of the International Code Council (ICC), as the same may, from time to time, be amended.

(b) Operational smoke and carbon monoxide detectors as required by the ICC.

(c) Exterior walls, including foundations, shall be maintained. All exterior walls and foundations must be free of holes and crevices.

(d) Exterior doors, windows, skylights and similar openings shall be maintained, secured and weathertight.

(e) Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.

(f) Roofs shall be maintained in a weathertight condition, secured by normal means.

(g) Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.

(h) Exterior surfaces shall be maintained in good condition.

(i) Interior living spaces, including kitchen(s), bathroom(s), and bedroom(s), are in compliance with the ICC.

(j) Operable heating system.

§177-6 C (2) of the Code of the City of Watertown

The acknowledgement will also affirm that the owner has received and read the following portions of the City Code and understands the obligation and responsibility to comply with all applicable state and local laws, including but not limited to:

(a) Chapter 98, Brush, Grass and Weeds.

(b) Chapter 161, Garbage, Rubbish and Refuse.

Additional unit addresses (include another sheet if there are more than 22)

