

Village of Marcellus

6 Slocombe Avenue, Marcellus, NY 13088

(315) 673-3112 / FAX: (315) 673-3127

RENTAL DWELLING UNIT REGISTRATION

All structures containing rental dwelling units shall be registered with the Village of Marcellus and inspected for compliance with the property maintenance provisions of the New York State Uniform Fire Prevention and Building Code and other applicable laws or regulations at least once each 36 months.

No rental dwelling unit shall be occupied until and unless a certificate of compliance has been issued.

Rental Dwelling Unit: Any dwelling unit in the Village that is occupied for housekeeping purposes by someone other than the owner of the property, including one- or two-family dwellings, multiple dwellings or mixed-use residential use buildings.

Instructions:

- For structures that contain a rental dwelling unit, please complete sections A - C and sign where indicated.
- For structures that do not contain any rental dwelling units or otherwise meet the criteria specified in section D, please complete sections A and D as and sign where indicated. There is no fee for such structures.

(Complete one form for each separate property.)

This form is to be completed by the owner, or their respective agent.

A. Property Information

Property Address: _____ Total number of dwelling units: _____

Owner/Agent Name & Address: _____

B. Rental Dwelling Details and Fee (Payable to the Village of Liverpool)

Number of dwelling units vacant for the next 36 months: _____

Number of operating rental dwelling units: _____ X \$25 each = \$ _____ Fee

C. Inspection and Certificate of Compliance

Inspection Contact Person(s) and Phone: _____

Upon submission of this registration, please contact the Village of Marcellus Code Enforcement Officer at 315-430-7927, to arrange for a certificate of compliance inspection.

I hereby certify that I have read and examined this completed registration and know the same to be true and correct.

Owner/Agent Signature: _____

Date: _____

CERTIFICATION OF NON-RENTAL

D. Certification of Non-Rental (Please check the applicable box below)

The property identified above:

- Does not contain any dwelling units
- Contains only one dwelling unit, and it is occupied by the owner of the dwelling
- Contains only dwelling units that are owner occupied or that will be vacant and not rented for the 3-year term of this registration

I hereby certify under penalty of perjury that the property located at the address indicated above in the Village of Marcellus, New York does not contain a "Rental Dwelling Unit" as defined within the Village of Marcellus Zoning Ordinance and that I do not receive income and/or other services, in kind, for the occupancy of a Rental Dwelling Unit on the property. I also understand that, in the event I decide to rent any presently owner occupied or vacant dwelling unit, the dwelling unit must be registered and a certificate of compliance obtained prior to its occupancy.

Owner/Agent Signature: _____

Date: _____
