



VILLAGE OF WEST HAVERSTRAW BUILDING DEPARTMENT
 RENTAL PROPERTY CODE §186

Rental Property Registration Form

FOR INTERNAL USE ONLY

Permit No. _____

Rec'd Date _____ Initials _____

Exp. Date _____ Initials _____

Approved _____ Denied _____

Instructions (Please type or print in blue or black ink. Registration is valid for two years.) :

- All rental properties must be registered with the Village of West Haverstraw
- Make checks payable to **Village of West Haverstraw**
- Return the completed application, along with the registration fee and the floor plan, by mail or in person to:

Village of West Haverstraw
 Building Dept. – Rental Registration
 130 Samsondale Avenue
 West Haverstraw, NY 10993

- If you need additional assistance contact the Building Department at (845) 947-2800.

1 Type of Registration (Check the applicable box below.)

Initial Registration Registration Renewal

2 Property Information

Section, Block & Lot, if known: _____

Property Address	City	Zip
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Is this a newly constructed or substantially altered property with a Certificate of Occupancy or final inspection completed after January 2010? Yes No

3 Rental Unit Information

Type of Residence: Single Family Two Family Three Family Four Family Other

Complete for each unit that may be available for rent. DO NOT include units that are not for rent.

Rental Unit Number	Indicate Level (Lower, Upper, Basement)

Total number of rental units on property _____

4 Fee Schedule (Make checks payable to Village of West Haverstraw)

Type of Fee	Cost	Quantity	Total
Registration Fee	\$50.00 per unit		\$

By checking this box I consent to a no-fee compliance inspection by the Village of West Haverstraw.

5 Owner/Agent Information

You are required to provide the following contacts: Owner, Owner's Agent (in event of absentee landlord)

Owner (The legal owner of the property being registered. If your property has more than one owner, you must list all owners.) If Corporation or Partnership, LLC or LLP, state name of President or Managing Partner, Owner or Officer.

Name (if individual, last, first, middle initial) check if more than one owner

Address		City	State	Zip
Home/Business Phone	Cell	E-mail		

Owner 2

Name

Address		City	State	Zip
Home/Business Phone	Cell	E-mail		

Agent (Representative of absentee landlord, responsible for maintenance.)

Name

Address		City	State	Zip
Home/Business Phone	Cell	E-mail		

6 Rental Unit Floor Plan

Each application shall be accompanied by a plot or sketch, to scale, showing the size and location of the premises, all buildings and structures, and the floor plan of each unit for rent, and shall be executed by and sworn to by the owner of the premises or such person who operates such premises if other than the owner.

7 Declaration of Compliance

The Village of West Haverstraw requires that all rental units meet basic maintenance standards, all provisions of the Code of the Village of West Haverstraw, the laws and sanitary and housing regulations of the County of Rockland and the laws of the State of New York. Owners must declare that their rental units meet or will meet those standards before being rented.

If you are uncertain as to compliance; you should call the Building Department and schedule an inspection at no cost.

- Exterior: Structure and Maintenance.** Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.
- Interior: Structure and Maintenance.** Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.
- Emergency Escape Windows and Doors.** Every sleeping room must have an emergency escape window or door. Emergency escape windows must open to the exterior, have a minimum opening of 5.7 square feet with a

minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required.

4. **Room Size and Condition.** All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors.
5. **Heating System.** Every bathroom and habitable room must have a functioning, properly ventilated, and permanently-installed heat source.
6. **Electrical Standards.** All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.
7. **Plumbing and Hot Water.** Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. Water temperature reaches at least 100°F after running water for two minutes.
8. **Sanitation Standards: Bathrooms.** Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in safe, sound and sanitary condition, and in working order.
9. **Sanitation Standards: Kitchen.** Every unit has a kitchen with a sink, counter, cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition.
10. **Owners' Obligations.** Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated; working smoke detectors are installed on every level and in all sleeping rooms; and carbon monoxide detectors are placed in the immediate vicinity of all bedrooms, and in any room that contains a fuel fired appliance.

Who evaluated rental units for compliance with standards?

Owner or Resident Agent Village of West Haverstraw Building Inspector

NOTE: The owner is under no obligation to have a physical inspection for compliance prior to registration, but by signing certifies that the premises are in compliance with the NYS Building and Fire Prevention Code.

By signing below, I affirm that all units that are currently or may be available for rent meet the requirements as detailed in Village Code Chapter 186-Rental Property.

Owner Name (print)

Date

Signature