

«Last Name»
 «Address»
 «City»
 «Tax Map»



VILLAGE OF SOLVAY
 CODE ENFORCEMENT DEPARTMENT
 1100 WOODS ROAD, SOLVAY, NY 13209
 Phone # (315) 468-1679

RENTAL PROPERTY REGISTRATION FORM

Please complete a separate registration form for each rental property or if your property has more than 10 units.

Part I. Rental Property Information:

1.) Rental Property Address:										
2.) Estimated Year Built:										
3.) Number of Dwelling Units:										
Unit Number:	1	2	3	4	5	6	7	8	9	10
4.) Number of bedrooms in unit:										
5.) Parking spaces provided for unit:										
6.) Location of Parking Spaces on the Property:										
OR If Tenants do not park on the Property, where do they park?										

Part II Owner(s) Information:

1.) Owner Name:			2.) Owner Name:		
Does Owner live at this address? YES NO			Does Owner live at this address? YES NO		
Address:			Address:		
Home Phone #	Cell Phone #	Email	Home Phone #	Cell Phone #	Email
Date: _____ Signature: _____			List Family Member(s) that live at property: _____ _____ _____		

Part III Local Agent Information:

(Required if no owner lives in Onondaga, Madison, Cortland or Cayuga County)

REQUIRED ATTACHMENTS

	Office Use
Local Agent Name:	Total Units = _____
Address:	Registration \$15 Per Unit= _____ Account #415610A
Home #	Inspection Fee \$25 Per Unit= _____ Account #415600A
Work #	Total Fee Enclosed _____
Cell #	Received by: _____
Date:	Date received: _____
Signature:	

