

# Rental Registration Application Renewal

You must submit a separate registration form for **each building**



City of Cortland  
Fire Department  
Code Enforcement

Pursuant to the City of Cortland Rental Housing Law, the owner of each **building** containing one or more residential rental units shall complete this form and register the **building** with the City Code Enforcement Office.  
**UNREGISTERED RENTAL PROPERTIES ARE UNLAWFUL.**

Permits will be issued for any residential rental dwelling subject to the Rental Permit Law upon the owner making application and certifying under oath and subject to perjury that said dwelling is in compliance with all applicable City and State Codes, Statutes, Laws, Ordinances and regulations. At the request of and with the consent of the owner, the Code Enforcement Officer shall inspect the property for compliance prior to the issuance of a permit.

<b>Office Use Only:</b>	Parcel Identification Number: _____
Date Renewal Received: _____	Rental Permit #: _____
Inspection Date: _____	Inspected by: _____
Rental Permit Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rental Permit NOT Approved Details: _____	
Rental Permit Valid Until: _____	

Physical Address of Rental Property: \_\_\_\_\_

Type of Application:  Renewal Only

Has any information changed from the original issue rental permit? Y / N \_\_\_\_\_ (Please initial)

## If yes, you MUST use the full Rental Permit Application

I, \_\_\_\_\_, hereby apply for the City of Cortland Rental Registry Permit

I further request and authorize an inspection of the rental property, owned by me, at \_\_\_\_\_ in the City of Cortland, New York.

\_\_\_\_\_  
Signature

Check here if property has been inspected previously by City Fire /Code Dept., in accordance with City of Cortland Code § 100-11. Fire safety and property maintenance inspections

I am **not** requesting an inspection of the rental property, owned by me, at \_\_\_\_\_ in the City of Cortland, New York, and by my signature, certify that the property is in compliance with all applicable codes and standards as provided on the self-certification form. (1 and 2 unit properties only)

\_\_\_\_\_  
Signature

Any false statement made herein is punishable as a Class A Misdemeanor pursuant to section 210.45 of the New York State Penal Law

Date: \_\_\_\_\_ Signature (required)

Property Address: \_\_\_\_\_