



## The City of Cortland is has officially begun the rental registration process

Dear Rental Property Owner,

The City of Cortland Common Council has determined that in order to better serve the needs of the City of Cortland, the city needs a rental registration program to help monitor the residential rental units in the city. The council passed a local law requiring all rental properties to be registered with the Code Enforcement Department. Any current residential rental unit must be registered by July 30, 2010, or the property owner will be subject to financial penalties.

Any rental building or rental structure that is subject to this chapter, which has at least one dwelling unit occupied by the record titleholder may opt to self-certify their compliance as to the owner-occupied dwelling unit only. In addition, any two-family dwelling that has at least one dwelling unit occupied by the record titleholder may opt to self-certify compliance as to both units. The form for self-certification can be obtained in the Code Enforcement Office or online at [www.cortland.org](http://www.cortland.org) and shall be signed and notarized by the record titleholder(s) under penalties of perjury. Any record titleholder, or the record titleholder's agent or designee, that provides materially false or misleading information on the self-certification form shall be in violation of this chapter and shall be subject to the penalties of perjury in addition to the penalties found in § [102-24](#) of this chapter.

### The rental registration fees are as follows:

Applications may be personally delivered to the Code Enforcement Office at 25 Court Street, Cortland.

Business hours are Monday thru Friday, 8:30 am to 4 pm.

Please make checks payable to the City of Cortland.

On or before May 31, 2010 (must be postmarked by May 31, 2010) \$60.00

June 1, 2010 thru July 30, 2010 (must be postmarked by July 30, 2010) \$80.00

Applications received AFTER JULY 30, 2010 may be assessed an added penalty