

City of Cortland  
Fire Department  
Code Enforcement



25 Court Street  
Cortland, New York 13045  
Phone: 607.753.1741  
Fax: 607.753.6051

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### Compliant Landlord Self Certification Application

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#### Property Information

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

Is this property occupied? Yes \_\_\_\_\_ No \_\_\_\_\_

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#### Ownership information

Name of Owner: \_\_\_\_\_

Mailing Address (No PO Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code \_\_\_\_\_

County of Residence: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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#### Property Manager Information:

Name of Property Manager or Property Management Company: \_\_\_\_\_

Manager's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## AFFIDAVIT OF COMPLIANCE

By affixing my signature and initialing the requirements of the City of Cortland Rental Permit Law and the New York State Uniform Fire Prevention and Building Code listed below,

I, \_\_\_\_\_, being duly sworn, deposes and states:

The property located at \_\_\_\_\_, in the City of Cortland, in the County of Cortland, in the State of New York is in substantial compliance with the City of Cortland Rental Permit law and the New York State Uniform Fire and Building Code regarding but not limiting to, the following smoke alarm and carbon monoxide detector, interior and exterior requirements.

### **SECTION I.     A.       Smoke Alarms**

I state under oath that this property is substantially in compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm requirements:

- \_\_\_\_\_ Each room used for sleeping purposes contains a smoke alarm.
- \_\_\_\_\_ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.
- \_\_\_\_\_ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attics)*

### **B.       Carbon Monoxide Alarms**

I state under oath that this property is substantially in compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

- \_\_\_\_\_ Carbon monoxide detection shall be installed in residential buildings and commercial buildings in all rooms, occupiable space, dwelling units, sleeping areas, and sleeping units that contain a fuel-burning appliance or system.
- \_\_\_\_\_ Carbon monoxide detection shall be installed in a central or otherwise approved location within 10 feet (3048 mm) of the entrance to sleeping areas and sleeping units in residential buildings that contain an attached garage

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Cortland, that I have an ownership interest in, is in substantial compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to the Smoke Alarm & Carbon Monoxide Detector requirements stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section II. Exterior of the Dwelling**

I state under oath that this property is substantially in compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

- \_\_\_\_\_ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads.
- \_\_\_\_\_ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration
- \_\_\_\_\_ All exterior wood surfaces have a protective coating to prevent deterioration
- \_\_\_\_\_ All buildings shall have approved 4" address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.
- \_\_\_\_\_ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Cortland, that I have an ownership interest in, is in substantial compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to Exterior of the Dwelling requirements stated above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III: Interior of the Dwelling**

I state under oath, as a Compliant Landlord, that the properties within the City of Cortland that I have an ownership interest in are in substantial compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to interior of the dwelling requirements including, but not limited, appliances and other interior structures:

- \_\_\_\_\_ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- \_\_\_\_\_ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

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\_\_\_\_\_ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

\_\_\_\_\_ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

I state under oath, as a Compliant Landlord Applicant of this property, located within the City of Cortland that I have an ownership interest in, is in substantial compliance with the City of Cortland Rental Permit Law and New York State Uniform Fire Prevention and Building Code with regard to Interior of the Dwelling requirements stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the know ledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.**

**THIS APPLICATION MUST BE NOTARIZED**

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Relationship of Signatory to Owner:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_

Subscribed and sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public  
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*For Official use only*

Received By: \_\_\_\_\_

Check# \_\_\_\_\_ Money Order: \_\_\_\_\_ Amt \$ \_\_\_\_\_

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