



RENTAL DWELLING UNIT REGISTRATION APPLICATION

(1) Name, principal residence address, principal business address, address of rental property, number of units and telephone number of the owner.

(2) If the owner is an association, limited liability partnership, joint tenancy, tenancy in common or tenancy by the entirety, then each and every owner or general partnership shall be indicated on the application and register an address. Use separate sheet if needed.

(3) If the owner is a corporation, the principal place of business of the corporation must be provided and the name, title, and residence address of all officers, directors, managing or general agents must be included. Use separate sheet if needed.

(4) If the owner has designated an agent or managing company, then the name, principal residence address, principal business address and telephone number of such agent or managing company must be included in addition to that of the owner.

(5) The owner shall specify the address to which all notices of violation issued pursuant to Chapter 83 or Chapter 139 of the City Code or other violations of the housing codes, and invoices for fees are to be forwarded. No P.O. Boxes.

(6) If the owner does not reside within the County of Erie (New York), the name, address, and telephone number of a contact/agent who resides in the County of Erie (New York) must be provided.

PLEASE NOTE:

For purposes of this application, a post office box shall not be accepted as the owner's address. Further, the building intended to be licensed shall not be accepted as the owner's address unless it is his principal place of business or residence of the owner.

The fee, to be submitted at the time of application, for the issuance of a rental dwelling unit registration certificate and the first three-year fee shall be \$50.00 for a rental dwelling unit in a single-family dwelling, \$75.00 for a two unit rental dwelling, \$100.00 for a three or four unit rental dwelling and \$200.00 for a five or more unit rental dwelling.

Any violation of this chapter by a person, firm, corporation or other entity shall be a violation punishable in accordance with the general penalty provisions under Lackawanna Code §83.12.

Number of Units _____ Amount Due _____

Signature _____ Date _____

Return to: Director of Development
Lackawanna City Hall
714 Ridge Rd. RM 309
Lackawanna, NY 14218