

Village of Horseheads Rental Housing Information/Registration Form

Date: _____

Address of Rental Property : _____

Tax Map #: _____

Registration Fee (3 yr. term)

\$1.00 per dwelling unit/rooming unit in a rental building,
\$10.00 minimum per owner.

Property Classification (check one)

- Single Family
- Two Family
- Three Family
- Apartment/Mixed-Use Building

Number of Dwelling Units at this address: _____

Legal occupancy of each unit: _____

Number of persons per dwelling unit: _____

Number of parking spaces for each unit: _____

Name of Property Owner(s): _____

Address of Property Owner(s): _____

Telephone #'s of Property Owner(s): _____
(day, evening, cell)

Email: _____

Name of Property Manager, if any: _____

Address: _____

Telephone #'s: _____
(day, evening, cell)

Email: _____

Please note that if the owner's place of residence or principal place of business (if a corporation, etc.) is not located in Chemung County, then the owner(s) must designate a natural person 18 years of age or older who resides in or maintains a permanent place of business in Chemung County, New York as his/her/its agent for receiving mail notice or service of process.

Name of Agent, if any: _____

Address: _____

Telephone #: _____

Email: _____

Please use the space below for any additional information:

I hereby certify that I am the property owner, that I am duly authorized to make and file this application. Further I consent to the entry upon and in and the inspection of the Property by the Code Enforcement staff of the Village of Horseheads and their agents, said consent shall continue until such time as I have revoked same in writing.

[] Check here if you withhold such consent.

I hereby further authorize the aforesaid Property Manager, if any is named, to make decisions on my behalf on issues regarding the management and maintenance of the property.

I hereby further authorize the foresaid Agent, if any is named, to make decisions on my behalf as owner and appoint the aforesaid Agent, if any is named, to accept service of legal process on my behalf as owner. Furthermore all notices may also be served or delivered to the aforesaid Agent.

It is Property Owner's responsibility to notify the Village when information contained on this form changes.

The undersigned solemnly affirm(s) under the penalties of perjury that the aforesaid information contained on this form is true and correct.

NOTICE: IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN STATEMENT, TO KNOWINGLY MAKE A FALSE STATEMENT OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE (PENAL LAW SECTION 210.45).

Signature of Property Owner(s): _____

Date: _____

Any questions can be directed to the Code Enforcement Office, 202 S. Main Street, Horseheads, NY 14845, (607) 739-5691.

DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY

[] Registration Form Received on _____
(Date)

[] Fee Paid: \$_____, on _____
(Amount) (Date)

[] Contact information rec'd and confirm for PO and/or Agent

[] Permit Issued on _____ by _____
(Date) (Name)