



LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION

P.O. BOX 69
NIAGARA FALLS, NEW YORK 14302
TELEPHONE: (716) 286-4464

SECOND AND FINAL NOTICE

Dear Non-Owner Occupied or Rental Property Owner:

Please be advised this is your **second and final notice** with regard to registering/re-registering your rental and/or non-owner occupied/unoccupied property located within the City of Niagara Falls.

The City of Niagara Falls adopted the Landlord Rental and Property Owner Registration Ordinance in 2010. This ordinance requires that all owners of non-owner occupied and rental property within the City of Niagara Falls register their properties every two years whether the building is occupied or vacant. A registration form must be completed for each parcel owned.

The registration fee is now due. A fee of \$25.00 for one or two unit parcels and a fee of \$40.00 for three or more unit parcels is now due and owing. This fee is due within thirty days of your receipt of the notice. This fee will cover a period of two years or until the property is sold, whichever comes first. Failure to register/re-register within the thirty day period is a violation of Section 1137 of the City Ordinances and may subject you to criminal penalties, including a fine in an amount determined by how much time elapses following the aforementioned 30 day grace period, up to a maximum fine of \$1,200.00.

To complete the process, please complete the enclosed application and make your check or money order payable to the **City Controller** and mail the completed form and payment to:

City of Niagara Falls, New York
Office of Landlord and Property Owner Registration
P.O. Box 69
Niagara Falls, New York 14302

If there have been no changes to your registration information for a particular parcel, you may check the box below marked "NO CHANGES", place your initials on the line, and return this letter together with your payment.

Any concerns concerning this application may be directed to the Landlord and Property Clerk at 716-286-4464. Additional applications can be obtained online at www.niagarafallsusa.org under NEWS AND ANNOUNCEMENTS.

NO CHANGES _____

LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION APPLICATION

745 Main St • Room 35 • P.O Box 69 • Niagara Falls, NY 14302
Phone: 716-286-4464 Fax: 716-286-4454

Property Address: _____

Number of Buildings located on parcel: _____

Type Rental Unit: Single Family Dwelling Two Family Three Family
 Four or More Family Rental Condo
 Vacant Building Mix Use (Commercial/Residential)

Owner Information: (please print) Individual(s) _____ Corporation _____

Name: _____ Date of Birth: _____
(required)

Phone Number: _____ Fax Number: _____

Cell Phone: _____ E-Mail Address: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Insurance Company / Agent Information: _____

Insurance Company / Agent Information Phone Number: _____

Corporation Officer/Co-Owner Information (If Applicable, if more room is needed please attach another sheet)
DO NOT USE A POST OFFICE BOX AS A MAILING ADDRESS.

Name: _____ Date of Birth: _____
(required)

Phone Number: _____ Fax Number: _____

Cell Phone: _____ E-Mail Address: _____

Home Address: _____
(No P.O. Boxes, please)

City: _____ State: _____ Zip: _____

Property Manager / Agent Information (Applicable ONLY IF owner resides outside of Erie or Niagara County)

Name: _____ Date of Birth: _____

Phone Number: _____ Fax Number: _____

Cell Phone: _____ E-Mail Address: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Owner

Property Manager/Agent

Sign: _____
(Signature Required)

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

Owners with more than one residential rental properties in the City of Niagara Falls should copy this page of the registration form to list additional properties. Additional applications can be obtained online at www.niagarafallsusa.org under NEWS & ANNOUNCEMENTS.