

VILLAGE OF MEXICO – RENTAL PERMIT APPLICATION

Please return this application to the Office of Code Enforcement, 3236 MAIN PO BOX 309 MEXICO, NY 13114

RENTAL PERMIT APPLICATION

(All applicable questions must be answered for permit to be issued)

1. PROPERTY INFORMATION

(A.) Property Address: _____

(B.) Is this property occupied? (Please check) Yes ☐ No ☐ If Yes, By Whom? Tenants ☐ Owner ☐

(C.) Number of units: _____ Rental Permit Fee \$50.00 per unit _____

(D.) Number of Bedrooms: _____ E.) Number of Parking Spaces: _____

(F.) Number of Tenants: _____

(G.) Annual Fire Inspection: ☐ YES or ☐ NO

(2.) OWNERSHIP INFORMATION (All owners must be identified. Attach additional sheet if necessary.)

(A.) Name of Property Owner: _____

Physical Address (no P.O. Boxes): _____

Mailing Address (if different from Physical Address): _____

City: _____ State: _____ Zip Code: _____

County of Residence: _____ Email: _____

Phone Number: _____ Alternate Phone Number: _____

(B.) If the Property Owner is a corporation, Partnership, LLC, or some other legal entity, provide the following information for each individual with a legal interest in the Property Owner. (Attach additional sheets if necessary.)

Name of Owner: _____

Physical Address (no P.O. Boxes): _____

Mailing Address (if different from Physical Address) _____

City: _____ State: _____ Zip Code: _____

County of Residence: _____ Email: _____

Phone Number: _____ Alternate Phone Number: _____

(C.) Tax Map Number of Premises: _____

(D.) Number of water meters on Premises: _____

(E.) Party Responsible for Removal of: (Please check) in Private and Public Space

Trash: Tenant ☐ Owner ☐ Snow: Tenant ☐ Owner ☐ Grass: Tenant ☐ Owner ☐

(3.) PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE

Note: If owner resides outside a **25-mile** radius from the Village Hall, an Agent who resides or does business within **25 miles** of Village Hall must be appointed.

(A.) Name of Property Manager/Property Management Company/Local Agent: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

(B.) Is Manager/Agent a licensed Real Estate Broker? ☐ Yes ☐ No

If yes, New York State License Number: _____

INITIAL EACH ITEM IN SECTION 4 (A), 4 (B), 5, and 6 THAT APPLIES:

(4.) A. Smoke Alarms

The premises is substantially in compliance with the **Local Law #3 of 2023** and New York State Uniform Fire Prevention and Building Code regarding 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 attic spaces.)*
- ☐ In dwellings or dwelling units with split levels and without doors between the adjacent levels, a smoke alarm is installed on the upper levels, provided that the adjacent lower level is less than one full story below the upper level.

B. Carbon Monoxide Detectors

The premises is substantially in compliance with the **Local Law #3 of 2023** and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

- ☐ In property that was constructed before January 1, **2008**, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area.
- ☐ In property that was constructed after January 1, **2008**, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area, **AND** there is a carbonmonoxide detector within each dwelling unit or sleeping unit, on each story where there is a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle related occupancies; and all appliances, equipment, devices and systems that may emit carbon monoxide.

(5.) Exterior of the Dwelling

The premises is substantially in compliance with the **Local Law #3 of 2023** 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, exterior stairs, porches and railings are in good repair and railing 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 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.
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(6.) Interior of the Dwelling

The premises is substantially in compliance with the **Local Law #3 of 2023** and New York State Uniform Fire Prevention and Building Code in the interior of the dwelling, 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 present and 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 areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are present and 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 present and 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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(7.) Additional Representations

- ☐ The water bills and real property taxes are current (neither in arrears nor delinquent) on this property.
- ☐ There are no uncorrected code violations on this property.
- ☐ If I require an inspection by the Code Enforcement Office on this property, I understand that I am required to call the Division of Code Enforcement to make an appointment for inspection.
- ☐ There are no pending Nuisance Abatement Proceedings or orders of closure on this property.

OATH AND AFFIDAVIT OF COMPLIANCE

The undersigned, _____, being duly sworn, verifies and acknowledges:

I, the undersigned, hereby state and acknowledge, by executing this document that all of the statements made in this application are true and accurate and that the diagrams submitted with this application are accurate representations of the subject matter which they depict. The applicant further verifies, by executing this document, that the property located at _____ in the Village of Mexico, County of Oswego, and State of New York, is in substantial compliance with the **Local Law #3 of 2023** and the Zoning Code of the Village of Mexico. I verify that all such statements and representations made herein are true and I understand pursuant to New York State Penal Law §210.45 that it is the Class A. Misdemeanor of perjury for a person to knowingly offer a false statement for filing, knowing that a written statement contains a false statement or false information, in representing said instrument to a public office or public servant with the knowledge 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. The undersigned further states and acknowledges, if the undersigned is not the owner, that the undersigned has authority of the owner to execute this agreement.

Print Name

Signature

Relationship to Owner

Date

State of New York)
County of Oswego) ss.

On this ____ day of _____, 202____, before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Commissioner of Deeds

Notary Public

PLEASE NOTE:

1. All applicable sections of the application must be completed for application to be accepted.
2. The owner or applicant must submit a rental fee of **\$50.00** per unit with the application, **and if the appropriate fee is not submitted, the application will be rejected.**
3. Payment of the fee must be made by check or money order and shall be made payable to Village of Mexico.

For official use only.

Received By: _____

Check: _____ Check#: _____ Money Order: _____ Amt: _____

Approved: _____ Denied: _____ Date: _____

By: _____, Authorized Representative