

VILLAGE OF HARRIMAN BUILDING DEPARTMENT

1 Church Street, Harriman, New York 10926

Phone (845) 783-4421 Ext 107

Email: Buildingdept@villageofharriman.org

RENTAL REGISTRATION FORM

FEES: New Registrations and Annual Renewals fees are \$100 per dwelling unit and must be submitted with this form¹. Check should be made payable to "Village of Harriman".

Registration MONTH/YEAR: _____ Number of Units: _____ Fee Included: \$100 X (# of Units) \$ _____

Property Address: _____ Section Block & Lot: _____

Name of Owner: _____

Mailing Address of Owner: _____

E-mail: _____ Would you prefer to be notified by: E-mail _____ or Mail _____

Phone numbers of Owner: Office/Home # _____ Emergency 24 hour # _____

(NOTE: if corporation or partnership, attach names, titles, addresses, phone numbers of principal responsible persons of the business)

If owner resides outside Orange County NY, or is unavailable in cases of emergency, list another responsible person as agent:

Name (must be an adult 21 or older): _____

Address (within Orange County NY): _____

Phone numbers of responsible agent: Office/Home # _____ Emergency 24 hour # _____

PROPERTY FEATURES:

Owner occupied? YES _____ NO _____ Mixed use (commercial & residential)? YES _____ NO _____

Number of buildings on property containing residential units: _____ Total number of residential units on property: _____

Approximate height of each building: _____ Number of stories for each building _____

Type of construction for each building: Wood Frame _____ Brick _____ Stucco _____ Steel _____ Other _____

Number of residential apartment units for each building: _____

Maximum number of persons in occupancy for each building: _____

For each residential unit, list existing size, existing number of bedrooms and maximum number of occupants (based on occupancy limitations of NYS/ICC Property Maintenance Code section 404.5 "Overcrowding")

Residential Unit #	Approx. Unit Square Footage	# of Bedrooms	Fire Extinguisher Provided Y / N	Maximum # of Occupants (for entire unit)

Attach separate sheet(s) if necessary

¹ Multiple unit properties need to contact the Building Department for accurate fee structure.

VILLAGE OF HARRIMAN BUILDING DEPARTMENT

1 Church Street, Harriman, New York 10926

Phone (845) 783-4421 Ext 107

Email: Buildingdept@villageofharriman.org

SCHEMATIC DIAGRAM/SKETCH: drawing showing the typical floor layout of the units and rooms with appropriate designations and identifications must be submitted with completed registration form. Identify fire and other safety features for each building (i.e. alarm systems, fire rated separations, location of fire doors and stairwells, exterior fire escapes, sprinklers, extinguisher locations, etc): *Describe such features here, or attach separate sheet(s) with the drawing(s)*

CERTIFICATION:

I, the undersigned, hereby certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and shall constitute a violation of the Village of Harriman Code Chapter 78. Additionally, I agree to substantially comply with all applicable regulations related to the occupancy of residential rental property.

Signature of owner (or appropriate officer of corporation/partnership) Date: _____

AVAILABILITY OF REGULATIONS: Please note the NYS/ICC Fire Code, Property Maintenance Code and the Village of Harriman Code are available in the Village of Harriman Building Department Office and may be examined as necessary in order to become familiar with the regulations that you are required to comply with (also available online: <https://www.ecode360.com/12442256>). Please feel free to contact the Building Department at (845) 783-4421, Ext: 107 if you require information regarding any such regulations.

REQUIREMENT FOR UPDATED INFORMATION: In the case that information provided on this form becomes outdated for any reason (sale of property, change in responsible persons, modification to property features, etc...) a new form reflecting such changes must be submitted within a period of thirty (30) days. A nominal \$25 fee may be charged for filing of updated forms.

REQUIREMENT FOR ANNUAL RENEWAL: Registration renewals must be submitted on an annual basis.