

City of Middletown, New York
Application for Two Family Non-Owner Occupied Dwelling
Rental Permit

- Owner is **REQUIRED** to provide the City of Middletown with the name of the owner's Insurance Company, insurance agent and policy number
- Owner is **REQUIRED** to provide the City of Middletown with a copy of their picture identification (driver's license, passport...)
- Owner is **REQUIRED** to provide the City of Middletown with a copy of Insurance for any Dog **OVER** 30lbs on premises
- Owner is **REQUIRED** to provide the City of Middletown with the name, address and phone number of the Managing Agent/Operator* of the property listed below
- Owner must comply with all other permit requirements of the City of Middletown Housing Code 296
- A **2A rated** fire extinguisher must be installed in the kitchen area
- Fee **\$120.00**, check made payable to the City of Middletown

Location of Dwelling: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Owner Email Address: _____

Is there a Dog/(s) on the premises? Yes or No If yes, how many? _____

Is the Dog/(s) over 30lbs? Yes or No

Is Insurance on file? Yes or No

Name of Managing Agent/Operator: _____

Address of Managing Agent/Operator: _____

Phone Number of Managing Agent/Operator: _____

***Please note: the Managing Agent/Operator must either be the property owner, provided the owner lives in the City of Middletown or lives within a 10 mile radius of the City; or a responsible person over the age of 21 who lives in the City of Middletown or within a 10 mile radius of the City; or a responsible person over the age of 21 who resides onsite the subject premises. Refer to City Code 296-31 for more details.**

1. The Managing Agent/Operator is authorized to act on behalf of the Property Owner with respect to this rental property.
2. The Managing Agent/Operator is authorized to provide the City with immediate access to the entire rental building and exterior.
3. The Managing Agent/Operator has the responsibility to maintain the rental property in compliance with all State and City Codes.
4. The Managing Agent/Operator is authorized to accept service of process in any proceeding related to this rental property.

***Please note: A new inspection and permit are required with each change of tenant.**

Owner Signature: _____ Date: _____

Managing Agent/Operator Signature: _____ Date: _____