



CITY OF NEWBURGH

Department of Code Compliance
123 Grand Street, Newburgh, New York 12550
Phone: (845) 569-7400 / Fax: (845) 569-0096

RENTAL LICENSE APPLICATION

FEE INFORMATION	
Number of Dwelling Units (check one)	Fee Per Unit
☐ 1 or 2 dwelling units <i>and</i> Owner-Occupied	<i>Exempt</i>
☐ 1 or 2 dwelling units	\$95.00
☐ 3 or 5 dwelling units	\$80.00
☐ 6 or 9 dwelling units	\$66.50
☐ 10 or more	\$60.00

OFFICIAL USE ONLY	
Received by	
Amount Paid	
Receipt No.	
Date Received	
Date Approved	

PROPERTY INFORMATION			
Complex Name (if applicable): _____			
Property Address: _____			
City:	<u>Newburgh</u>	State:	<u>New York</u>
Zip:	<u>12550</u>		
Section:	_____	Block:	_____
Lot:	_____		
Number of Dwelling Units: _____			
Number of Tenants Living in All Dwelling Units: _____			

OWNER INFORMATION, PERSONAL (complete if owner(s) is/are natural person(s))	
Owner's Name: _____	Date of Birth: _____
Owner's Physical Address: _____	
City: _____	State: _____ Zip: _____
Owner's Mailing Address: _____	
City: _____	State: _____ Zip: _____
Owner's Phone: _____	Owner's E-mail: _____
Number of Natural Persons Who Own the Property: _____ (if more than one, attach additional information for each additional owner.)	

OWNER INFORMATION, BUSINESS
(complete if owner(s) is/are business entity(ies))

Business Name: _____

Business Physical Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Business E-mail:** _____

Tax ID# (EIN): _____

Number of Principal Officer or Members of the Business: _____
(You must provide the following information for each principal officer/member. Attach additional sheets, if necessary.)

Principal Officer/Member

Name: _____ **Date of Birth:** _____

Physical Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail Address:** _____

Authorized Agents (complete if you wish to designate a natural person, age 21 years or older, to receive notices of any code violations or for receiving process in any court proceeding or administrative enforcement proceeding on your behalf)

Authorized Agent 1

Name: _____ **Date of Birth:** _____

Physical Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail Address:** _____

Name: _____ **Date of Birth:** _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address:

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail Address:** _____

Name: _____ **Date of Birth:** _____

Physical Address:

City: _____ **State:** _____ **Zip:** _____

Mailing Address:

City: _____ State: _____ Zip: _____

Phone Number: _____ **E-mail Address:** _____

DESCRIPTION OF PROCEDURE BY WHICH YOU PROCESS TENANT INQUIRIES AND COMPLAINTS:
(attach additional pages, if necessary)

[illegible]

STATUS OF OWNERSHIP, FEES, TAXES, AND ASSESSMENTS

Do you own other properties in the City of Newburgh? _____

Are you a Member or Officer of any entities that own property(ies) in the City of Newburgh? _____

For each property that you own, or for each property owned by an entity in which you are a Member or Officer, complete the following information (attach additional pages for each additional property, if necessary):

Who is the owner of the property? _____

What is the address of the property? _____

Are dwelling units separately metered for electricity? _____

Are dwelling units separately metered for water? _____

Are dwelling units separately metered for heat? _____

Are all utilities that are the owner's responsibility paid and up to date? _____

Are all taxes (City and School) paid and up to date? _____

Are all assessments (if applicable) paid and up to date? _____

Are all sanitation charges paid and up to date? _____

INSPECTION CONSENT

Pursuant to City Code §240-6, a property owner must either:

- (1) Consent to an inspection performed by a member of the City of Newburgh Department of Code Compliance; or
- (2) Submit a certification by a licensed professional engineer that the property is in compliance with the Code of the City of Newburgh, the New York State Uniform Fire Prevention and Building Code, the New York State Property Maintenance Code, or any applicable fire prevention code.

Do you choose to (check one):

- ☐ Provide Consent
- ☐ Provide Certification

ATTESTATION

The undersigned hereby applies for a Rental License; acknowledges receipt of a copy of Newburgh City Code Chapter 240; acknowledges the provisions of this law have been reviewed; attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties; certifies that all information contained in this application is complete and accurate; and certifies that the subject premises conforms to the Code of Ordinances of Newburgh and the laws of the State of New York.

I _____ as owner/principal (circle one) of the subject premises, being duly sworn, depose
(Print name)
and say that I am the person who has executed the foregoing application and that the statements made herein are true to the best of my knowledge and belief.

Signature of Owner: _____

Date: _____

Subscribed and sworn to before me on _____ 20 _____

(Notary Public)