

Village of Monticello

2 Pleasant Street, Monticello, NY 12701
(845) 794-6130 (x301/302), FAX (845) 794-2327

Application for Monticello Rental Permit

Every owner of a rental property shall file with the Building Department of the Village of Monticello the following information:

Street Address of Rental Property: _____

Tax Map Designation Section: _____ Block: _____ Lot: _____ (Found on Tax Bill or Deed)

Owner's Name: _____ Email Address: _____

Owner's Address: _____

Owner's Phone Number: Day _____ Night _____

Total Number of Buildings: _____ Number of Rental Units: _____

If owner does not reside in the Village of Monticello, list name of Management Agency and responsible person who does reside in the Village of Monticello:

Name: _____ Phone: _____

Address: _____

The filing of this statement does not confer any rights to rent or use apartments that were not constructed in accordance with the Code of the Village of Monticello, the Building Code of New York State, the Monticello Rental Law or any other applicable ordinances or laws and for which a Certificate of Occupancy has not been issued.

I affirm under penalty of perjury that I am the owner of the above reference building or I am a duly authorized representative of the owner and that the information provided is true to the best of my knowledge and belief. I affirm I have the authority of the corporation to accept any legal service or notice on behalf of the corporation. If the village established that it mailed notice to me at this address, then I waive any defense based on failure to serve. If am no longer the person to be served then notice by certified mail as to the name and address and phone number of the person replacing me must be sent to the Village of Monticello, attention Building Department, 2 Pleasant Street Monticello, NY 12701, and the same provisions for service or notice shall continue.

By: _____

Printed Name: _____

State of _____)ss.: County of (_____)

On the _____ day in the month of _____ in the year of _____, before me, the undersigned notary public, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature (s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Place Stamp Here:

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Office Use Only:

APPLICATION FEE: One, Two or Three

Family

of Bldgs: _____ x \$125.00 = \$ _____

of Apts: _____ x \$20.00 = \$ _____

Total Fee: \$ _____

Date Paid: _____ Receipt #: _____

APPLICATION FEE: All Others

of Bldgs: _____ x \$225.00 = \$ _____

of Apts: _____ x \$50.00 = \$ _____

Total Fee: \$ _____

Date Paid: _____ Receipt #: _____