



**Village of
Monroe
New York**
Established 1894

BUILDING DEPARTMENT

7 Stage Road, Monroe, NY 10950

(845) 782-8341 ext. 131 building@villageofmonroe.org

RENTAL PERMIT APPLICATION

NOTE: A separate form must be completed for each unit. All new registrations, renewals, and inspections are due annually and must be accompanied by the appropriate fee, payable by check or credit card to the Village of Monroe.

APPLICATION TYPE ☐ New Rental App. Fee: \$200/unit ☐ Annual Renewal Fee: \$50/unit.

Rental Property Address: _____ Apartment or Unit No.: _____

No. of Occupants.: _____ No. of Bedroom(s): _____ No. of Bathroom(s): _____

Finished Basement.: ☐ Y ☐ N Finished Attic: ☐ Y ☐ N

Tenant Name: _____ Phone No.: _____

Owner Name: _____ Phone No.: _____

Owner Address: _____

Owner Email: _____

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

Responsible Agent: _____ Phone No.: _____

Responsible Agent Address: _____

Responsible Agent Email: _____

IT IS THE OWNER'S RESPONSIBILITY TO CONTACT THE BUILDING DEPARTMENT TO SCHEDULE AN INSPECTION WITHIN 15 DAYS.

FEES: If the owner or agent fails to appear for a scheduled inspection, any rescheduled inspection will be subject to an additional inspection fee. A late fee equal to three times the permit fee, prorated for the period of delay, will be applied if the owner fails to apply for or renew a rental permit in a timely manner. A \$500 fee will be charged if a permit is revoked for noncompliance. All fees must be paid before a rental permit can be issued or renewed.

CERTIFICATION: I, the undersigned, certify that all information in this statement is true and correct to the best of my knowledge. I understand this property is subject to an annual inspection and non-compliance may cause the permit to be revoked. I understand that making any false statement may result in penalties under the law and is a violation of Village of Monroe Code § 158-5A. I also agree to follow all regulations related to the occupancy of residential rental property.

Signature of owner (or responsible agent)

Date: _____

Official Use:

Date Rec. _____ Check No. _____ SBL No. _____ APP No. _____

CHECKLIST FOR PROPERTY INSPECTION

- ☐ Make sure all walkways are in good condition — not broken or lifted — as this creates a tripping hazard.
- ☐ All interior and exterior stairs must be in good condition. Stairs must have handrails and proper lighting.
- ☐ All roofs must be in good condition.
- ☐ Gutters and leaders must be in good condition.
- ☐ Paint must be in good condition.
- ☐ House numbers, at least 4 inches in height and retro-reflective, are required on the street side of all buildings and must be posted near the main entrance.
- ☐ Plumbing and waste lines must be free of leaks and in good condition.
- ☐ If you have a sump pump, it must drain to the outside and must not be connected to the sewer system.
- ☐ Owners must provide garbage receptacles with lids. Tenants are responsible for maintaining sanitary conditions.
- ☐ Electrical extension cords are not permitted as permanent wiring.
- ☐ All overgrowth must be cut back and removed.
- ☐ No unregistered or junk vehicles, or car parts, may be stored on the property.
- ☐ No broken window glass is permitted.
- ☐ Smoke detectors are required at the ceiling level in all sleeping areas, immediately adjacent to sleeping areas, and on every floor, including the basement.
- ☐ Carbon monoxide detectors are required in all residential dwellings at the lowest floor level containing sleeping areas, and where there is an attached garage or a non-electric heating appliance on that floor.
- ☐ Fire extinguishers are required in multi-family dwellings. They may be placed within the dwelling or in common areas accessible to occupants (minimum of 5-pound ABC dry chemical).
- ☐ Fire doors and fire-rated construction must be maintained as originally intended.
- ☐ It is the property owner's responsibility to notify the Building Inspector if the fire protection system becomes impaired.
- ☐ Heat must be maintained at a minimum of 68°F between September 15 and May 31.
- ☐ Lighting must be provided in all exit ways, including exterior areas and utility rooms, such as basements.
- ☐ All bedrooms must be a minimum of 70 square feet in area, with no dimension less than 7 feet, including ceiling height.
- ☐ Each habitable room must have a window or door that can be opened from the inside and leads directly outdoors. Egress doors and windows must not be equipped with prohibited devices and must open without special knowledge or effort.
- ☐ Access to bedrooms must not be through other bedrooms.
- ☐ Bathrooms must be properly ventilated, either naturally or mechanically.
- ☐ Bathrooms must be equipped with GFCI-protected electrical receptacles.

This is a guide for your convenience