



## CITY OF ITHACA

108 East Green Street

Ithaca, NY 14850-5690

### BUILDING DIVISION

### DEPARTMENT OF PLANNING, BUILDING & ECONOMIC DEVELOPMENT

4th Floor City Hall

Telephone: 607.274.6508

Fax: 607.274.6521

### OWNER OCCUPANCY STATEMENT

Please print all responses except your signature:

**Property Address:** \_\_\_\_\_, Ithaca, New York

I, \_\_\_\_\_, am (\_\_\_the owner) (\_\_\_an owner) of the above property.

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**This Property:** (Please check all that apply)

1. \_\_\_ Has never been rented
2. \_\_\_ Was rented from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) and it will no longer be rented, leased or used for rental income after \_\_\_\_\_ (date).
3. \_\_\_ The last date that the property was rented was \_\_\_\_\_ (date) and it will no longer be rented, leased or used for rental income after \_\_\_\_\_ (date).
4. \_\_\_ I use this property exclusively as our primary residence. This property is not rented, leased or used for rental income.
5. Other: \_\_\_\_\_

By submitting this form I acknowledge that I am required to schedule an inspection with the Building Division prior to renting this property, and that it is a violation of the Ithaca City Code to rent a property without holding a valid Certificate of Compliance. I realize that by discontinuing renting this property I may be forfeiting rights previously established.

I swear that the information provided on this document is true and accurate to the best of my knowledge, and I understand it is a crime to offer a false instrument for filing with the City of Ithaca.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please remit to:  
City of Ithaca Building Division  
108 East Green Street – 4<sup>th</sup> Floor  
Ithaca, New York 14850