

City of Middletown, New York

SINGLE FAMILY RENTAL PERMIT APPLICATION

- Owner is **REQUIRED** to provide the City of Middletown with the name of the owner's Insurance Company, insurance agent and policy number, including the insurance policy declaration page
- Owner is **REQUIRED** to provide the City of Middletown with a copy of their official 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 must comply with all other permit requirements of the City of Middletown Housing Code 296 for single family rental permits.
- Fee **\$100.00**, check made payable to the City of Middletown

Location of Dwelling: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Owner Email: _____

Is There a Dog/s on the premises? Yes or No If yes, how many? _____ If answering yes to this question, please submit a valid rabies certificate regardless of size of dog/s.

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 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 & permit are required with each change of tenant.

Owner Signature: _____ Date: _____

Managing Agent/Operator Signature: _____ Date: _____

Requirement for Single Family Rental Permits with New Tenants

Section 296-30 City Code:

F.

Background checks.

[Added 6-5-2018]

(1)

Prior to accepting rent from any new tenant(s), the property owner must provide the City with written proof of a background check of such tenant(s) conducted by an entity engaged in the business of performing background checks of prospective tenants. The background check must include:

(a)

A credit report; ☐

(b)

Criminal background report; ☐

(c)

Employment verification; ☐

(d)

Rental database (eviction) search; and ☐

(e)

Current landlord/residence check. ☐

(2)

The background check should include an application requiring the tenant to provide information, including, but not limited to, his or her name, past rental history, including prior landlords, information on employment, income, savings, and personal and credit references.

*Check off above what searches were made. **Do not send information.**

Sign form and indicate address.

Send to: DPW

16 James Street

Middletown, NY 10940

Attn: Brent DeWitt

Signature

Rental Property Address

Revised 11/21/2023