

INCORPORATED VILLAGE OF PHILMONT

PO Box 822
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Philmont, New York 12565
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Rental Property Registration Application

Prior to any landlord leasing any premises within the Village to a tenant, the landlord must complete and submit a Rental Property Registration Form to the Village Building Inspector along with the applicable fee. The registration is valid for one (1) year from the date of issuance. Renewal must be submitted at least thirty (30) days prior to expiration. No property may be rented until the Tenancy Registration is approved and a Tenancy Certificate of Occupancy has been issued.

Tenancy Certificate of Occupancy

When a residential apartment, house, or dwelling is rented to a new tenant, the landlord must apply in writing to the Village of Philmont for a Tenancy Certificate of Occupancy confirming compliance with the New York State Uniform Fire Prevention and Building Code and Chapter 160 (Zoning) of the Village of Philmont.

Registration Fee: \$70 per property

Checks payable to: Village of Philmont

Property Information

Property Address: _____

Zoning District: _____

Tax Map #: _____

Owner Contact Information

Property Owner: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Landlord or Agent Information (if different)

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Building Information

Number of Apartments: _____

Floor plan sketch of unit(s) and facilities included for rental (attach separate document).

Anticipated Tenancy Conditions

Typical terms of occupancy and responsibilities of tenant and landlord (garbage removal, maintenance, parking, snow removal, utilities, etc.):

Signature of Property Owner or Agent: _____

Printed Name: _____ Date: _____