



Town of Henrietta
Office of Building and Fire Prevention
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Henrietta, NY 14467
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Town of Henrietta



Building &
Fire Prevention

RESIDENTIAL RENTAL REGISTRATION APPLICATION

RENTAL PROPERTY ADDRESS:

CLASSIFICATION: ☐ Single Family ☐ Two Family

☐ **New** 3 Year Certificate of RR Compliance:

FEE: \$150.00

☐ **Renewal** of 3 Year Certificate of RR Compliance:

FEE: \$150.00

☐ Annual Registration

No FEE

Per Henrietta Town Code 215 Checks payable to the Town of Henrietta

The Town of Henrietta Zoning Code at Chapter 295 limits the occupancy of a single family home and each of the two dwelling units in two family homes as follows: up to three unrelated people, or more than three unrelated people living together as a family. When four or more unrelated people live together, it shall be the presumption that such people are *not* a family, unless the factors at Chapter 295 are met.

Dwelling Unit Name (i.e. "A", "2", "Upper")	Number of Sleeping Areas Sleeping Area: A room or space that can be used, either on an occasional or permanent basis, for sleeping. (RCNYS)	Total Number of Tenants Occupying this Unit <i>Please see above definition</i>	Number of Related Tenants?

	LEGAL OWNER #1:	LEGAL OWNER #2:
*Name:		
*Address:		
*City/State/Zip:		
*Residence Address (if different):		
*Daytime Phone:		
*Evening/Night Phone:		
*Fax Number:		
E-Mail:		
*Contact (if owner is not an individual):		

(For additional Owners, please indicate above information on separate sheet.)

LOCAL PROPERTY MANAGER / AGENT INFORMATION: <i>(Required if owner is not a person that does not reside within 50 miles.)</i>			
*Name:			
*Address:		*City/State/Zip:	
*Mailing Address (if different):		*City/State/Zip:	
*Daytime Phone:		*Evening/Night Phone:	
E-Mail:		*Fax Number:	

Owners are responsible for submitting this application **and/or** the appropriate fee annually by September 15th. Registration applications are not transferable. If information on a current Residential Rental Registration Application changes, an updated form must be submitted by the owner within 45 days of such change per local law 215-3D.
See Chapter 215-7 for Penalties for Violations of the Rental Registry

APPLICANT / OWNER CERTIFICATION OF STATEMENTS:

The applicant(s) hereby affirms under penalty of law that the above information is accurate and complete, to the best of his/her knowledge and he/she/they is/are the title owner(s) of the Property or has/have been authorized by the title owner(s) to make this application.

Applicant/Owner Signature: _____ **Date:** _____

For Official Use

Application Date: _____ **Initial:** _____ **Approval Date:** _____ **Initial:** _____ **Registration # RR** _____