



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
DIVISION OF CODE ENFORCEMENT
APPLICATION FOR THE CITY OF SYRACUSE RENTAL REGISTRY CARD
(See last page for directions and fee schedule)**

Location of the Rental Property: _____
Applicant's Name, Address and Connection to the Rental Property if not the property owner: _____

Name(s) of the Owner(s): _____
Address of the Owner (s) Principal Residence: _____

Telephone #: _____ Cell Phone #: _____ Fax #: _____ Email Address: _____

If the owner(s) reside outside of Onondaga County or an adjoining County please provide the name, address, and telephone number of a responsible person(s) for the owner(s) who resides within Onondaga County, and identify this person's duties and responsibilities with respect to the rental property.

Name(s) of the Responsible Person(s): _____

Address of the Responsible Person(s): _____

Telephone #: _____ Cell Phone #: _____ Fax #: _____ Email Address: _____

Is the responsible person a licensed real estate broker? : Yes _____ No _____

If yes, identify the Real Estate Agency: _____

Duties and Responsibilities of Responsible Person: _____

Do you have a property manager for the rental property? : Yes _____ No _____

Property Manager's Name: _____

Address of the Property Manager: _____

Telephone #: _____ Cell Phone #: _____ Fax #: _____ Email Address: _____

Is the property manager a licensed real estate broker? Yes _____ No _____

If so identify the Real Estate Agency : _____

Is the property occupied or vacant?: _____

One Family _____ Two Family _____

How many structures are on the lot? : _____

Provide the Number of Apartments: _____ How many are occupied? : _____

Provide the number of total units by stories: _____ Cellar _____ Basement _____ 1st Floor _____ 2nd Floor _____

3rd Floor _____ is there an attic? Yes _____ No _____

Are there any auxiliary buildings? Yes _____ No _____ If yes, identify with an "X which of the following describes the auxiliary buildings at the rental property: ___ 1 car Garage ___ 2 car garage ___ 3 or more car garage ___ Shed

I, _____, hereby apply for the City of Syracuse Rental Registry Card and authorize the required inspection of the rental property at _____ in the City of Syracuse, New York.

Date: _____ Print Name: _____ Signature: _____

Notary Public: _____

FOR OFFICE USE ONLY

Receipt No. Issued: _____

Accepted by: _____

Directions:

This Application must be filled out in its entirety, if a particular item is not applicable please indicate that in the space provided by writing “not applicable” or “N/A”. Please note that Section 27-133 of the Property Conservation Code of the City of Syracuse requires that all addresses submitted be physical addresses, no post office boxes will be accepted. Failure to complete the form in its entirety will result in the rejection of your application and require you to submit a new application.

If you have any questions while completing this application, please contact the Rental Registration Office at (315) 448-4700.

Fee Schedule:

**One Family Non-Owner
Occupied Dwellings: \$ 75.00 application fee**

**Two Family Non-Owner
Occupied Dwellings: \$ 125.00 application fee**

**Payments should be made by either a check or money order made payable to:
COMMISSIONER OF FINANCE, and submitted with this application to the Division of Code
Enforcement, the Rental Registry Unit, 201 East Washington Street- Room 400, Syracuse, New
York 13202-1430.**

Please note the following Important Information:

FIRE PROTECTION SYSTEMS

**As per New York State Codes, smoke alarm requirements for existing buildings in the City of
Syracuse, effective January 1, 2002, is as follows:**

One & Two Family Dwellings

**Battery or A.C. (hard wired) powered smoke alarms shall be located in all sleeping areas and
adjacent to all sleeping areas; and on each level of the dwelling (including common basements,
corridors/halls, stairs etc.)**

**Effective February 22, 2010, Carbon Monoxide alarms are required to be installed on the lowest
story having a sleeping area.**