



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

COMPLIANT LANDLORD APPLICATION

PROPERTY INFORMATION

Property Address: _____

Is this property occupied? Yes No If Yes, By Whom? Tenants Owner
of units: One Two

OWNERSHIP INFORMATION

Name of Owner: _____

Mailing Address (no PO Boxes): _____

City: _____ State: _____ Postal Code: _____ County of Residence: _____

_____ Email: _____

Phone Number: _____ Alternate Phone Number: _____

PROPERTY MANAGER INFORMATION:

Note: This information is required if the owner resides outside of Onondaga, Cayuga, Oswego, Madison or Cortland County.

Name of Property Manager or Property Management Company: _____

Manager's Mailing Address: _____

City: _____ State: _____ Postal Code: _____

Email: _____ Phone Number: _____

Is the Property Manager a licensed Real Estate Broker? Yes No

If yes, New York State License Number: _____

Please check the appropriate entity of the owner:

Corporation:

Partnership:

LLC:

Real Person:

Entities must attach the following documentation.

Corporations: Articles of Incorporation
Operating Agreement

Partnerships: Partnership Agreement
Operating Agreement

LLCs: Articles of Organization
Operating Agreement



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

ADDITIONAL PROPERTY INFORMATION REQUIRED FOR COMPLIANT LANDLORD APPLICATION

Please list below the address of each rental property the Compliant Landlord has an ownership interest in within the City of Syracuse, and indicate whether that property is owned by you as an Individual, or as a member, partner, principal of an LLC, Corporation, Partnership or other entity. Please attach additional pages as needed.

AFFIDAVIT OF COMPLIANCE

By affixing my signature and initialing the requirements of the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code listed below, I, _____, being duly sworn, deposes and states:

The property located at _____, in the City of Syracuse, in the County of Onondaga, in the State of New York is in substantial compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm and carbon monoxide detector, interior, and exterior requirements:

Section I. A. Smoke Alarms

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following smoke alarm requirements:

- _____ Each room used for sleeping purposes contains a smoke alarm.
- _____ The ceiling or wall in the immediate vicinity outside each separate sleeping contains a smoke alarm.
- _____ There is a smoke alarm on each story of the dwelling unit, including the basement. *(This does not include crawl spaces and uninhabitable attic spaces.)*
- _____ In dwellings or dwelling units with split levels and without doors between the adjacent levels, a smoke alarm is installed on the upper levels, provided that the adjacent lower level is less than one full story below the upper level.

Application Continues on the Next Page



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

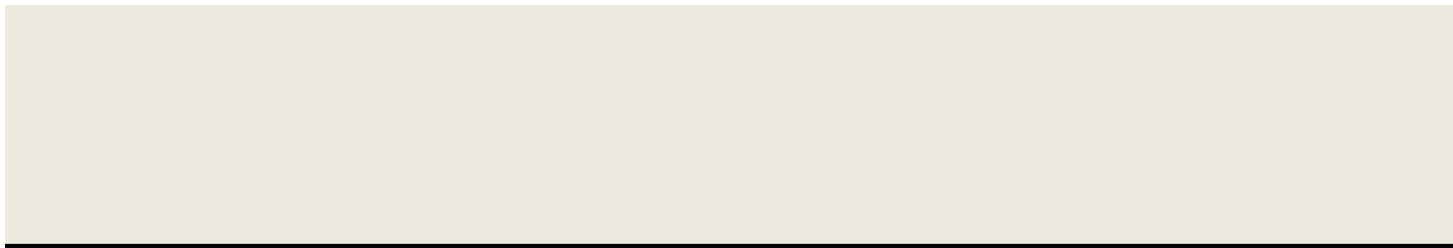
Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

B. Carbon Monoxide Detectors

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding, but not limited to, the following carbon monoxide detector requirements:

_____ Where the property was constructed before January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area.

_____ Where the property was constructed after January 1, 2008, there is a carbon monoxide detector within each dwelling unit or sleeping unit, on the lowest story having a sleeping area, **AND** there is a carbon monoxide detector within each dwelling unit or sleeping unit, on each story where there is a carbon monoxide source. A carbon monoxide source includes all fuel fired and solid fuel burning appliances, equipment, devices and systems; fireplaces; garages; all motor vehicle related occupancies; and all appliances, equipment, devices and systems that may emit carbon monoxide.



Section II. Exterior of the Dwelling

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code regarding the exterior of the dwelling, including, but not limited to the following exterior areas and structures named:

_____ All foundation walls of buildings /structures, exterior stairs, porches and railings are in good repair and structurally sound (i.e. free of holes, cracks, and capable of supporting imposed loads.

_____ All exterior walls, roofs, and all openings around doors, windows, chimneys, and all other parts of the structure are weather proof and weather tight, (i.e. keep water from entering the structure and prevent undue heat loss) and there are no parts of the structure that show evidence of wet/dry rot or other deterioration.

_____ All exterior wood surfaces have a protective coating to prevent deterioration.

_____ All structures/buildings are free of loose overhanging objects. All exterior walls, roofs, and other parts of the structure are free from loose and unsecured objects and materials.

I state under oath, as a Compliant Landlord applicant, that all of the rental properties within the City of Syracuse that I have an ownership interest in are in substantial compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code with regard to Exterior of the Dwelling requirements stated on this and the previous page:

Signature: _____ Date: _____

Application Continues on the Next Page



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

Section III: Interior of the Dwelling

I state under oath that this property is substantially in compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code in the interior of the dwelling, including, but not limited, appliances and other interior structures:

- _____ In the area of the cellar/basement: the furnace, hot water tank, venting, gas shut off, drip tube, and basement stairs are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the area of the kitchen: ceilings, floors, cabinets, stove, refrigerator, hood/fan, sink, faucet, trap, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the areas of the living room dining room, family room, and halls: walls, ceilings, floors, windows, doors, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.
- _____ In the area of all bathrooms: the walls, ceilings, floors, shower, bath, toilet, vent, fan, sink, faucets, traps, electrical outlets, switches, and lights are structurally sound, free from defects and deterioration, in a clean and sanitary condition, and function for which they were designed and are used.

I state under oath, as a Compliant Landlord, that all of the rental properties within the City of Syracuse that I have an ownership interest in are in substantial compliance with the Syracuse Property Conservation Code and New York State Uniform Fire Prevention and Building Code with regard to Interior of the Dwelling requirements stated above:

Signature: _____ Date: _____

Furthermore, I state under oath that:

- _____ I have registered and paid the fees for Rental Registry for **all** rented one-family and/or two-family non-owner occupied dwellings that I own or have an ownership interest in within the City of Syracuse.
- _____ The water bills and real property taxes are current (neither in arrears nor delinquent) on **all** properties that I own, or have an ownership interest in, located within the City of Syracuse.
- _____ There are no uncorrected code violations on **any** of the properties that I own, or have an ownership interest in, located within the City of Syracuse.
- _____ If I require an inspection by the Code Enforcement Office on **any** properties that I own, or have an ownership interest in, located within the City of Syracuse, I understand that I am required to call the Division of Code Enforcement to make an appointment for inspection.
- _____ There are no pending Nuisance Abatement Proceedings or orders of closure on any properties that I own, or have an ownership interest in, located within the City of Syracuse.

Signature: _____ Date: _____

I state under oath that by signing below, all the aforementioned statements in this Application, including the Affidavit of Compliance, are true, and I understand that according to New York Law it is perjury to make false statements to a municipality.



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

THIS APPLICATION MUST BE NOTARIZED

Print Name: _____ **Signature:** _____

Relationship of Signatory to Owner: _____ **Date:** ____/____/____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public

For Official use only.			
Received By: _____			
Check: _____	Check #: _____	Money Order: _____	Amt: _____



CITY OF SYRACUSE – COMPLIANT LANDLORD APPLICATION

Please return this application to the Division of Code Enforcement, 201 E. Washington Street, City Hall Commons, Syracuse, New York, 13202

In Order to qualify for the Compliant Landlord Program, an Owner must:

- ❖ have been issued a Rental Registry Certificate or Rental Registry Card for all one-family and two-family Non-Owner Occupied Dwellings they have an ownership interest in and are rented or leased within the City of Syracuse; AND
- ❖ have no outstanding violations under the City's Property Conservation Code, the Fire Code of New York State, the City's Building Code, or the City's zoning ordinances on all properties that the Owner owns, or has interest in, located within the City of Syracuse; AND
- ❖ not be in arrears on their water bill or real property taxes on all properties that the Owner owns, or has an interest in, located within the City of Syracuse; AND
- ❖ have no nuisance abatement proceedings or orders of closure, pending nuisance abatement proceedings, or nuisance abatement related arrests on any properties that the Owner owns, or has an interest in, located within the City during the calendar year prior to registration renewal; AND
- ❖ complete and submit the notarized Affidavit of Compliance [See: Part 8 of this Application]; AND
- ❖ where individual Owners are also member of one or more LLC's, corporations, or general or limited partnerships owning and renting property in the City, then the Owner must disclose that fact, and identify those other entities by name and address.