

**GENERAL ORDINANCE AMENDING CHAPTER
27 OF THE REVISED GENERAL ORDINANCES
OF THE CITY OF SYRACUSE, AS AMENDED,
BEING THE PROPERTY CONSERVATION CODE
OF THE CITY OF SYRACUSE, TO AMEND
ARTICLE 9 ENTITLED RENTAL REGISTRY**

BE IT ORDAINED, that Section 27-19, Article 2, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-19 Certificate Required for Occupancy

- A. Where a Dwelling is required to obtain a Certificate of Compliance, Certificate of Sufficiency, Certificate of Suitability and/or Rental Registry Certificate, no such Dwelling without the required Certificate of Compliance, Certificate of Sufficiency, Certificate of Suitability and/or Rental Registry Certificate shall be occupied.
- B. Notwithstanding Sections 27-18(D) and 27-19(A) above, a Dwelling without the required Certificate of Compliance, Certificate of Sufficiency, Certificate of Suitability and/or Rental Registry Certificate may be occupied provided that the Owner has applied to the Director, the City of Syracuse Zoning Administrator or the Division of Code Enforcement for the applicable certificate and the Director, Zoning Administrator or Division of Code Enforcement has accepted the application and the application is open, pending and active with the Division or the Zoning Administration office.

BE IT ORDAINED, that Section 27-131, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-131 Rental Registry Certificate Required

- A. Effective January 1, 2011, Owners are required to obtain a Rental Registry Certificate for each one-family and/or two-family Non-Owner Occupied Dwelling rented or leased within the City of Syracuse.
- B. Rental Registry Certificates will expire two (2) years after they are issued. The expiration date shall be printed on each Rental Registry Certificate.

- C. Upon expiration of any Rental Registry Certificate, an Owner must renew the registration of any one-family and/or two-family Non-Owner Occupied Dwellings they wish to continue renting or leasing to tenants at least forty-five (45) days prior to the expiration date of the Rental Registry Certificate.
- D. Notwithstanding the foregoing, an Owner is not required to obtain a Rental Registry Certificate for any one-family and/or two-family Non-Owner Occupied Dwelling where at least one dwelling unit is solely occupied by a person related by blood, marriage, or adoption to or under the legal custody of the owner of the dwelling unit, which may include one additional person who is not a minor without regard to the relationship of the person and without regard to the number of minors in the dwelling unit related by blood, marriage or adoption to the additional person or under the legal custody of the person.

BE IT ORDAINED, that Section 27-132, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-132 Application and Processing Fee

- A. An application and processing fee must be paid for each one-family and/or two-family Non-Owner Occupied Dwelling that the Owner(s) wish to register, and must be submitted with the Rental Registry Application form.

The application and processing fee for one-family and/or two-family Non-Owner Occupied Dwellings shall be one hundred fifty dollars (\$150.00).

- B. Owners who qualify as ‘Compliant Landlords’ as described in Sections 27-142 and 27-143 do not have to pay the application and processing fee.

BE IT ORDAINED, that Section 27-132-a, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-132-a No Fees for Rental Registry in Special Neighborhood Districts

No fees for a Rental Registry Certificate shall be charged for one-family and/or two-family Non-Owner Occupied Dwellings in a Special Neighborhood District, provided that the Owner has applied for and paid the applicable fees for the Certificate of Sufficiency required for the Non-Owner Occupied Dwelling.

BE IT ORDAINED, that Section 27-133, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-133 Registration

- A. To obtain a Rental Registry Certificate, an Owner of a one-family and/or two-family Non-Owner Occupied Dwelling must, at the time of registration:
 - 1. complete the Rental Registry Certificate application form as described in Section 27-133, and disclose all required information to the satisfaction of the Division of Code Enforcement;
 - 2. pay all required fees, pursuant to Section 27-132 above;
 - 3. have no open cases with the Division of Code Enforcement on the property being registered;
 - 4. complete an Affidavit of Compliance, pursuant to Section 27-140;
 - 5. be current on all taxes and water bills for the property being registered;
 - 6. have no pending nuisance abatement proceedings or orders of closure for the property being registered;
 - 7. the property being registered must pass an exterior inspection conducted by employees of the Division of Code Enforcement; and
- B. The Rental Registry Certificate application form and Affidavit of Compliance shall be signed by an owner of the property or a Property Manager -who is also employed by the Owner to manage the registered property.
- C. Owners of one-family and/or two-family Non-Owner Occupied Dwellings that are required to be registered pursuant to Section 27-131(A) shall file the Rental Registry Certificate application form during the following time periods, determined by the property's location within one (1) of the City's four (4) quadrants used by the Department of Public Works for the Yard Waste and Construction Debris Pick-Up Schedule, as set forth and defined in Section 14-21(B) of the Revised General Ordinances of the City of Syracuse, as amended:
 - 1. Properties located within the Northeast Quadrant shall have their Rental Registry Certificate application forms filed between January 1st and February 15th every odd year.

2. Properties located within the Northwest Quadrant shall have their Rental Registry Certificate application forms filed between July 1st and August 15th every odd year.
3. Properties located within the Southwest Quadrant shall have their Rental Registry Certificate application forms filed between January 1st and February 15th every even year.
4. Properties located within the Southeast Quadrant shall have their Rental Registry Certificate application forms filed between July 1st and August 15th every even year.

A map of the Quadrants shall be made available at the Division of Code Enforcement.

D. Owners must obtain the Rental Registry Certificates for each one-family and/or two-family Non-Owner Occupied Dwelling rented or leased within the City of Syracuse no later than the deadlines for the issuance of Rental Registry Certificates set forth herein. For Rental Registry applications filed by the deadlines set forth in 27-132(C) above, the deadlines for the issuance ("issuance deadlines") of Rental Registry Certificates by the Division of Code Enforcement are as follows:

1. Rental Registry Certificates for properties located in the Northeast Quadrant shall be issued no later than June 30th every odd year.
2. Rental Registry Certificates for properties located in the Northwest Quadrant shall be issued no later than December 31st every odd year.
3. Rental Registry Certificates for properties located in the Southwest Quadrant shall be issued no later than June 30th every even year.
4. Rental Registry Certificates for properties located in the Southeast Quadrant shall be issued no later than December 31st every even year.

E. Any property that becomes a one-family and/or two-family Non-Owner Occupied Dwelling due to a sale of the property or other change, outside of the property's designated time period set forth above, must be registered within fifteen days of the change in character of the property and obtain a Rental Registry Certificate no later than the next issuance deadline for the quadrant where the property is located, as follows:

1. If the property is registered within six months after the designated quadrant's issuance deadline, the application and processing fee shall be one hundred, twenty five dollars (\$125.00).
2. If the property is registered seven to twelve months after the designated quadrant's issuance deadline, the application and processing fee shall be one hundred dollars (\$100.00).

3. If the property is registered thirteen to eighteen months after the designated quadrant's issuance deadline, the application and processing fee shall be seventy-five dollars (\$75.00).
- F. Any owner of a one-family or two-family Non-Owner Occupied Dwelling who registers a one-family or two-family Non-Owner Occupied Dwelling outside of the designated time period as set forth in 27-133(C) above, and the property being registered has not undergone any ownership or character changes, shall pay one hundred fifty dollars (\$150.00) in addition to an administrative surcharge in an amount to be determined by the Director of the Division of Code Enforcement.

BE IT ORDAINED, that Section 27-134, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-134 Registration Application

- A. The Rental Registry Application form is available at the Division of Code Enforcement.
- B. A Rental Registry Application form must be completed for each one-family and/or two-family Non-Owner Occupied Dwelling to be rented or leased. The Rental Registry Application form must be submitted to the Division of Code Enforcement.
- C. The Rental Registry Application form shall request relevant information relating to the Owner of the one-family and/or two-family Non-Owner Occupied Dwelling being registered. This information shall include, but not be limited to:
 1. the Owner's name, domicile address and telephone number; and
 2. if the Owner is a corporation, general or limited partnership or a limited liability company, all information required by Section 27-135 shall be provided; and
 3. if the Owner employs a Property Manager, the name, domicile address and telephone number of the Property Manager, the duties and responsibilities of the Property Manager, whether the Property Manager is a licensed real estate broker, and the Property Manager's Real Estate Broker license number; and
 4. the names and street addresses and/or domicile addresses of any and all individuals, companies, firms, corporations, etc. who perform the duties of a Property Manager on the property being registered.
- D. No post office box addresses will be accepted in lieu of the domicile and/or the street addresses for any of the information required in this Article.

BE IT ORDAINED, that Section 27-135, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-135 Registration Application Requirements for Entities

- A. An Owner of a one-family and/or two-family Non-Owner Occupied Dwelling that is a Limited Liability Company (LLC), corporation, or general or limited partnership must provide the name, domicile address and telephone number of each principal, partner, associate, member and/or any other party responsible for the contracts and obligations of the LLC, corporation, or general or limited partnership, and submit that information with the Rental Registry Application form.
- B. No post office box addresses will be accepted as addresses for any of the information required in this Section.
- C. At the time of initial registration, an Owner of a one-family and/or two-family Non-Owner Occupied Dwelling that is an LLC, corporation, or general or limited partnership must attach the LLC, corporation, or general or limited partnership's articles of organization, articles of incorporation, or partnership agreement along with the entity's operation agreement or similar document.
- D. In no event shall an LLC be an owner occupant for purposes of this Article.

BE IT ORDAINED, that Section 27-137, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby amended in its entirety to read as follows:

Section 27-137 Conversion to Vacant Registry

Should the Owner of a one-family or two-family Non-Owner Occupied Dwelling that has a Rental Registry Certificate pursuant to this Article convert the Dwelling to a vacant one-family or two-family structure, the Owner shall notify the Division immediately of the vacancy and the Director or designated representative shall convert the Rental Registry Certificate for the Non-Owner Occupied Dwelling/vacant structure to a Vacant Registration. No additional fees shall be required from the Owner at the time of the conversion. However, after the conversion, the Owner of the now converted one or two-family vacant structure will be required to comply with all the provisions of Section 27-116 (E), including registering the vacant one or two-family vacant structure every three (3) years and paying all applicable Vacant Registry fees at times of subsequent registrations.

BE IT ORDAINED, that Section 27-139, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-139 Posting of a Rental Registry Certificate

Owners must conspicuously post their Rental Registry Certificate within a common space of the property and must make the Rental Registry Certificate available to present to inspectors and other employees of the Division of Code Enforcement. If there is no common space in a two-family Non-Owner Occupied Dwelling, then a copy of the Rental Registry Certificate must be conspicuously posted within the interior of each unit.

BE IT ORDAINED, that Section 27-140, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-140 Affidavit of Compliance

- A. In accordance with Section 27-134 (C), all Owners or Property Managers submitting an Affidavit of Compliance, as part of the Rental Registry Application form, must affirm that the property substantially satisfies each Code requirement listed in the checklist on the Affidavit of Compliance.
- B. The Affidavit of Compliance, as part of the Rental Registry Application form, shall be made available by the Division of Code Enforcement and may be submitted to the Division of Code Enforcement by mail or in person. The Affidavit of Compliance must be notarized and sworn to by the Owner or City of Syracuse registered Property Manager before submission.

BE IT ORDAINED, that Section 27-141, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-141 Creation of “Compliant Landlord” List

- A. Through the creation of a ‘Compliant Landlord’ List, the City will recognize those Owners of one-family and/or two-family Non-Owner Occupied Dwellings who have fully met the requirements set forth in Section 27-142. The list shall, at the discretion of the Department of Neighborhood and Business Development (NBD) and at intervals of NBD’s choosing, be published.

- B. Inclusion in the ‘Compliant Landlord’ List is not a right that will vest at any time, and may be subject to future alteration or termination at the City’s discretion, and/or pursuant to changes in City, State and Federal law.

BE IT ORDAINED, that Section 27-142, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-142 Qualifications to be a ‘Compliant Landlord’.

- A. To be a Compliant Landlord, Owners must satisfy the requirements set forth in Sections 27-132, 27-133, 27-134 and 27-135 and all of the requirements set forth in this Section.
- B. To be a Compliant Landlord , Owners must, at registration:
 - 1. have been issued a Rental Registry Certificate or Rental Registry Card for all one-family and two-family Non-Owner Occupied Dwellings they own and rent or lease within the City of Syracuse;
 - 2. have no outstanding violations under this Chapter, 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;
 - 3. not be in arrears on water bills or real property taxes on all properties that the Owner owns, or has an interest in, located within the City of Syracuse;
 - 4. have had 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;
 - 5. have completed and had notarized the Affidavit of Compliance and submitted it to the Division of Code Enforcement; and
 - 6. if a person or entity registering a property in their own name, is also a member of one or more LLCs, corporations, or general or limited partnerships that own and rent or lease one-family and/or two-family Non-Owner Occupied Dwellings in the City of Syracuse, the person or entity must identify those LLCs, corporations, and/or general or limited partnerships that own property in the City of Syracuse by providing the name of the LLC, corporations, and/or general or limited partnership and the address(es) of all properties in the City of Syracuse that it owns.

7. consent to an interior inspection of the property being registered by the Division. Should the Owner not consent to an interior inspection, they will not be placed on the Compliant Landlord list, but will not be required to pay the application and processing fee.

BE IT ORDAINED, that Section 27-143, Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-143 Seasonal Violations and ‘Compliant Landlord’ List

Where Owner is unable to remedy a Code violation due to a seasonal, weather related obstruction, the City may, on a case-by-case basis, provide Owner with additional time to remedy that particular Code violation, and will, upon the remediation of the Code violation, allow for Owner’s inclusion on a ‘Compliant Landlord’ List.

BE IT ORDAINED, that Section 27-144 Article 9, Chapter 27 of the Revised General Ordinances of the City of Syracuse, as amended, being the Property Conservation Code of the City of Syracuse, is hereby added to read as follows:

Section 27-144 Benefits Applicable to Owners Who Qualify for ‘Compliant Landlord’ List

Inclusion in the City’s ‘Compliant Landlord’ List will:

- A. provide for public recognition of the Compliant Landlords of one-family and/or two-family Non-Owner Occupied Dwellings who are in full compliance with the qualifications to be a “Compliant Landlord”;
- B. allow Compliant Landlords to, at their choosing, have their names and addresses submitted by the City to County, State, and Federal governments as Compliant Landlords to participate in programs through New York State’s Department of Social Services and through Federal Subsidized Housing Programs, such as Section 8, or other non-governmental agencies and organizations involved in providing and/or securing housing for tenants; and
- C. waive any fees associated with registration.