Village of Monticello

2 Pleasant Street, Monticello, NY 12701
(845) 794-6130 (x302/303), FAX (845) 794-2327

Application for Monticello Rental Law

Every owner of a rental property shall file with the Building Department of the Village of Monticello the following information:

Street Address of Rental Property: _____

Tax Map Designation Section: _____ Block: _____ Lot: _____ (Found on Tax Bill or Deed)

Owner's Name: _____ Email Address: _____

Owner's Address: _____

Owner's Phone Number: Day_____ Night_____

If owner does not reside in the Village of Monticello, list name of Management Agency and Responsible Person who does reside in the Village of Monticello:

Name: _____

Address: _____

Phone: _____

Number of Rental Units: _____ Permanent: _____
Total Number of Buildings: _____ Transient Units (less than 90 days): _____
Total Number of Rooms in Each Rental: _____
Total Number of People To Reside In Each Unit: _____

Name and address of Insurance Company providing fire and other hazard and public liability insurance to the property:

Name of Insurance Company: _____
Address of Insurance Company: _____
Description of type of insurance provided: _____
Policy limits for each coverage: _____
Policy Number: _____
Expiration date of policy: _____

A renewal application must be submitted no later than 30 days prior to the expiration of the existing permit. A renewal application must contain the same information required for the initial application, must be accompanied by the fee required and must be submitted to Code Enforcement. It is the homeowner's responsibility to renew this application annually.

The Code Enforcement Officer is authorized to make inspections from time to time to determine the condition of the rental units and to safeguard the health, safety, morals and welfare of the public. The Code Enforcement Officer may revoke a permit at any time if a rental unit is found in violation of the Applicable Laws that, in the opinion of the Code Enforcement Officer constitutes a detriment to public health safety and welfare to the people of the Village of Monticello and/or if there are repeated occurrence.

The filing of this statement does not confer any rights to rent or use apartments that were not constructed in accordance with the Code of the Village of Monticello, the Building Code of New York State, the Monticello Rental Law or any other applicable ordinances or laws and for which a Certificate of Occupancy has not been issued.

I affirm under penalty of perjury that I am the owner of the above reference building or I am a duly authorized representative of the owner and that the information provided is true to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____

APPLICATION FEE:
Number of Buildings: _____ x $175.00 = $ _____
Number of Rental Units: _____ x $20.00 = $ _____
Total Fee: $ _____

Date Paid: _____ Receipt Number: _____

Building Clerk's Signature: _____