LANDLORD REGISTRATION FORM – VILLAGE OF HIGHLAND FALLS, NY

Registration YEAR: _________ NUMBER: ______________ (NOTE: all Registrations and renewals are due annually January 1st)

Property Address: ______________________________________________ Section Block & Lot: __________________

Name of Owner: _____________________________________________

Mailing Address of Owner: ______________________________________

Phone numbers of Owner: Office/Home # __________________________ Emergency 24 hour # __________________

(NOTE: if corporation or partnership, attach names, titles, addresses and phone numbers of any responsible persons of the business)

If owner resides outside Highland Falls/Town of Highlands, or is unavailable in cases of emergency, list other responsible person:

Name (must be an adult 21 or older): __________________________________________

Address (must be within Highland Falls/Highlands):

Phone numbers of responsible person: Office/Home # __________________________ Emergency 24 hour # __________________

PROPERTY FEATURES:

Owner occupied? YES_______ NO______ Mixed use (commercial & residential)? YES______ NO____

Number of buildings on property containing residential units: ________ Total number of residential units on property: ________

Approximate height of each building: __________________________________________

Number of stories for each building: __________________________

Type of construction for each building (frame, brick, stucco, etc…): __________________

Number of residential apartment units for each building: __________________________

Maximum number of persons in occupancy for each building: ____________________

For each residential unit, list existing size, existing number of bedrooms and maximum number of occupants (based on occupancy limitations of Village of Highland Falls Code Chapter 122-11 “Housing Standards” and/or NYS Property Maintenance Code section 404.5 “Overcrowding” utilizing whichever standard is more restrictive)

<table>
<thead>
<tr>
<th>Residential Unit #</th>
<th>Approx. Unit Square Footage</th>
<th># of Bedrooms</th>
<th>Maximum # of Occupants (for entire unit)</th>
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Attach separate sheet(s) if necessary
Identify fire and other safety features for each building (i.e. fire alarm systems, location of fire doors and stairwells, exterior fire escapes, sprinklers, hydrant locations, etc):

____________________________________________________________________________________________________________

________________________________________________________________________

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CERTIFICATION:

I, the undersigned, hereby certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and shall constitute a violation of the Village of Highland Falls Code Chapter 128. Additionally, I agree to substantially comply with all applicable regulations related to the occupancy of residential rental property.

____________________________________________________________________________________________________________

Signature of owner (or appropriate officer of corporation/partnership) Date:_________________________

SIGNATURE MUST BE NOTARIZED

State of New York County of ______________

Sworn to before me this: __________of ______________ 20____

Notary Public __________________________

County of: ____________________________

AVAILABILITY OF REGULATIONS: Please note that copies of applicable regulations including the NYS Fire Code and Property Maintenance Code, the NYS Multiple Residence Law and the Village of Highland Falls Code are available in the Town of Highlands Building Department Office and may be examined as necessary in order for owners of property within the Town of Highlands and Village of Highland Falls to become familiar with the regulations that they are required to comply with. Please feel free to contact the Building Department at 845-446-3438 extension 316 if you require information regarding any such regulations.

REQUIREMENT FOR UPDATED INFORMATION: In the case that information provided on this form becomes outdated for any reason (sale of property, change in responsible persons, modification to property features, etc…) a new form reflecting such changes must be submitted within a period of thirty (30) days. A nominal fee may be charged for filing of updated forms.

REQUIREMENT FOR ANNUAL RENEWAL: Registration renewals must be submitted on an annual basis (No fee for renewals).

FEES: New registrations and amendments must be accompanied by a $10.00 fee payable to “Town of Highlands”.