



# LANDLORD REGISTRATION FORM

OFFICE OF ADMINISTRATIVE SERVICES  
200 E. THIRD STREET JAMESTOWN, NY 14701  
(716)483-7612 clerk@jamestownny.gov

## § 215-41.1. Landlord registration form required.

[Added 3-29-2010]

- A. It is a mandatory requirement that all owners of residences which contain at least one rental unit complete and file a landlord registration form with the Jamestown Director of Administrative Services/City Clerk. The form is to be filed within 30 days upon receipt thereof or immediately upon request of the Director of Administrative Services/City Clerk. [Amended 8-28-2017]
- B. If the information on a previously filed landlord registration form changes for any reason, it is the current owner's responsibility to immediately correct the information on the applicable form on file.
- C. Landlord registration forms are available at and are to be filed with the Jamestown Director of Administrative Services/City Clerk's office, 200 E. 3rd St., Jamestown, NY 14701. [Amended 8-28-2017]
- D. The Director of Development and his/her agents shall be responsible for enforcement of this Code.
- E. Penalties for offenses of this section shall be punishable by provisions stated in Chapter 215, § 215-68 of the Jamestown City Code.

## INSTRUCTIONS

- The filing of this form with the Jamestown City Clerk is required within 30 days from the transferring of property within the City of Jamestown.
- The filing of this form with the Jamestown City Clerk is a requirement of Chapter 215 of the Jamestown City Code. Failure to file a Landlord Registration Form is a violation and will result in further legal action with possible court imposed fines and mandatory court costs.
- This form filing requirement applies to every recorded owner of every property having a residential rental unit or room within the City of Jamestown.
- An owner shall be the recorded owner only.
- The entire form must be completed.
- It shall be the owner's responsibility to provide accurate and up-to-date information to the City Clerk as long as he or she is owner of the property.
- No fee is associated with this registration.
- Fill out the form and submit to the City Clerk's Office.
- **FAILURE TO SUBMIT A FORM WILL RESULT IN AN AUTOMATIC PROPERTY INSPECTION AND APPEARANCE IN JAMESTOWN CITY COURT.**

PROPERTY ADDRESS

THE NUMBER OF RENTAL UNITS AT THIS PROPERTY

DO YOU HAVE LIABILITY/FIRE/PROPERTY INSURANCE? YES/NO

*Click on box to check YES. Leave Blank for NO*

INSURANCE COMPANY

POLICY NUMBER

## OWNER INFORMATION

The names, physical addresses required, P.O. Box & telephone number of all deeded owners of the property (including all general partners, partnership or stockholder owning 10% or more of stock, if a corporation) are as follows:

NOTE: If you give a P.O. Box, you must also supply a physical address. (City business use only.)

NOTE: Attach additional information if necessary.

NAME/S:

ADDRESS

PHONE

EMAIL

*Please proceed to next page*

**CONTACT PERSON**

If you employ a Contact Person/Property Manager/Superintendent please provide information:  
Please note that New York limits certain management functions to licensed Real Estate Brokers.

**CONTACT**

**ADDRESS**

**PHONE**

**EMAIL**

**SIGNATURE** \_\_\_\_\_  
*SIGNATURE OF RECORDED OWNER OR AGENT. TYPING ALSO CONSTITUTES A LEGAL SIGNATURE*

**DATE**

**FOR OFFICE USE ONLY: SBL#**

**RECEIVED**

**§ 215-68. Penalties for offenses. [Amended 10-22-2007; 3-23-2009]**

- A. Violation of this chapter shall be punishable by any of the following or combination thereof:
  - (1) Imprisonment for not more than 30 days.
  - (2) Actual cost of the work performed to bring property into compliance.
  - (3) A fine of not more than \$1,000.
  - (4) A conditional discharge.
  - (5) An unconditional discharge.
- B. For the purpose of this section, each day that an offense occurs shall be deemed to be a separate offense and shall be punishable by any of the above remedies or combination thereof for each day that the property remains in violation.
- C. Any person who shall neglect to cut and remove weeds, grass or other vegetation as directed in this chapter, who shall fail, neglect or refuse to comply with the provisions of any notices herein provided, or who shall resist or obstruct the Code Enforcement Officer in the cutting and removing of weeds, grass and other vegetation, or grading, if necessary, shall, upon conviction thereof, be subject to a fine of not less than \$25 nor more than \$100, and each day on which said violation continues shall constitute a separate offense.
- D. Notwithstanding the foregoing provisions of this section, violations of provisions of this chapter, except as outlined above, shall be punishable as follows: Upon a determination of guilt by the City Court Judge of a violation of any provision of this chapter, the fine shall not be less than \$125 for a first offense, not be less than \$250 for a second offense within a three-hundred-sixty-five-day period following the initial determination of violation and not be less than \$500 for a third or subsequent offense within a three-hundred-sixty-five-day period following the initial determination of violation, which fine shall not be suspended, waived or otherwise reduced below these amounts.