

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

Instructions (Please type or print in blue or black ink. Registration is valid for two years.) :

- All rental properties or properties where owner resides off-premises must be registered with the Village of Montebello
- Return the completed application, along with the floor plan, by mail or in person to:
Village of Montebello Building Dept. – Rental Registration/Absentee Owner Registration
One Montebello Road
Montebello, NY 10901
- If you need additional assistance, contact the Building Department at (845) 368-2491

1 Type of Registration (Check the applicable box below.)

Initial Registration Registration Renewal

2 Property Information

Section, Block & Lot, if known: _____

Property Address: _____, Montebello, NY 10901

Is this a newly constructed or substantially altered property with a Certificate of Occupancy or final inspection completed after January 2010? Yes No

3 Rental Unit Information

Type of Residence: Single Family Home Other _____

4 Owner/Agent Information

You are required to provide the following contacts: Owner; Owner's Agent (in event of absentee owner. *See note under Agent)

Owner (The legal owner of the property being registered. If your property has more than one owner, you must attach a list of all owners.) If Corporation or Partnership, LLC or LLP, state name of Principal or Managing Partner, Owner or Officer.

Name *(if individual, last, first, middle initial)*

Address	City	State	Zip
_____	_____	_____	_____

Home/Business Phone	Cell	Email
_____	_____	_____

*****Agent** (Representative if absentee owner not residing at the subject premises. (*NOTE: Agent must reside within Rockland County. Absentee owner who resides within Rockland County may serve as their own agent.)

Name *(if individual, last, first, middle initial)*

Address	City	State	Zip
_____	_____	_____	_____

Home/Business Phone	Cell	Email
_____	_____	_____

6 Rental or Absentee Owner Premises Floor Plan

Each application shall be accompanied by a plot or sketch, to scale, showing the size and location of the premises, all structures, and the floor plan of the home to be rented if different from the plans on file at the Village (check with the Building Department). It shall be executed by and sworn to by the owner of the premises or such person who operates such premises if other than the owner. This is extremely important for the safety and property of persons residing therein, and for the safety of first responders responding to emergencies thereat.

7 Declaration of Compliance

The Village of Montebello requires that all rental units meet basic maintenance standards, all provisions of the Code of the Village of Montebello, and sanitary and housing regulations of the County of Rockland and the laws of the State of New York. Owners must declare that their rental homes meet or will meet those standards before being rented.

If you are uncertain as to compliance, you should call the Building Department and schedule an inspection at no cost.

1. **Exterior: Structure and Maintenance.** Roof, chimney, foundation, stairs, and decks are reasonably free of decay; maintained in a safe, sound and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.
2. **Interior: Structure and Maintenance.** Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the house.
3. **Emergency Escape Windows and Doors.** Windows and Doors. Every sleeping room must have an emergency escape window or door. Emergency escape windows must open to the exterior, have a minimum opening of 5.7 square feet with a minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required.
4. **Room Size and Condition.** All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors.
5. **Heating System.** Every bathroom and habitable room must have a functioning, properly ventilated, and permanently installed heat source.
6. **Electrical Standards.** All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.
7. **Plumbing and Hot Water.** Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. Water temperature reaches at least 100°F after running water for, at most, two minutes.
8. **Sanitation Standards.** Bathrooms. Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in safe, sound and sanitary condition, and in working order.
9. **Sanitation Standards.** Kitchen. Every unit has a kitchen with a sink, counter, cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition.
10. **Owners' Obligations.** Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated; working smoke detectors are installed on every level and in all sleeping rooms; and carbon monoxide detectors are placed in the immediate vicinity of all bedrooms, and in any room that contains a fuel fired appliance.

BE ADVISED THAT §135-4.B OF THE CODE OF THE VILLAGE OF MONTEBELLO STIPUTLATES THAT ANY INDIVIDUAL DESIGNATED AS THE AUTHORIZED CONTACT OR AGENT SHALL RESIDE IN ROCKLAND COUNTY AND SHALL BE AUTHORIZED TO MAKE DECISIONS AND ACT IN THE EVENT OF AN EMERGENCY AND SHALL BE AUTHORIZED TO ACCEPT LEGAL PROCESS FOR THE OWNER AND MAKE DECISIONS BINDING THE OWNER (SEE §135-4.B.) ***

BE FURTHER ADVISED THAT PER §135-4.D, THIS FORM MUST BE UPDATED ANNUALLY, AND PER §135-4E OF THE VILLAGE CODE, ANY CHANGE IN OWNERSHIP OR OCCUPANCY SHALL NECESSITATE THE FILING OF A NEW DESIGNATION WITH THE BUIDLING DEPARTMENT WITHIN 30 DAYS OF SUCH CHANGE.

By signing below, I affirm that the property currently or soon-to-be available for rent, or which I own but do not reside therein, meets the requirements as detailed in Chapter 135 entitled Property Ownership Registration of the Code of the Village of Montebello and in compliance with the NYS Building and Fire Prevention Code.

Owner/Principal Name (print)

Date

Owner/Principal Signature