



**VILLAGE OF SUFFERN
LANDLORD REGISTRATION STATEMENT
VILLAGE CLERK
61 WASHINGTON AVENUE
SUFFERN, NY 10901
rentalregistry@suffernny.gov
(845) 357-2600 ext. 116**

Please refer to the Village of Suffern Rental Properties Law Chapter 215, "Registration of Owner." This states that the owner of a property constituting a rental property shall register the same with the Village Clerk.

This form must be filed with the Village Clerk. The form requires the owner(s) of the property and the managing agent (if one exists) to submit their address and their telephone number, as well as all the information required on the form. It is important that we can get in touch with the owner or the managing agent if an emergency or situation exists.

The owner shall, at all times, keep this information updated, and when there is a change in ownership, a change in the managing agent, a change in tenant(s), or a change in any information set forth on the registration form, the owner shall update the information by amending the landlord registration statement within 15 days from the date of any such change.

215.10 – Penalties for offenses - "Violations of this chapter will constitute an offense within the meaning of the Penal Law of the State of New York, punishable as provided for herein. In addition, a violation of any provision of this chapter shall constitute a municipal infraction and will be subject to applicable penalties under this chapter, and the Village of Suffern may choose to enforce this chapter as a criminal or civil matter, or both. Any owner who violates, disobeys, neglects or refuses to comply with any of the terms of this chapter shall be subject to a fine of not more than \$10,000. Each week a violation continues shall be deemed a separate offense and so subject the owner to an additional fine of up to \$10,000. In addition, if the Village of Suffern chooses to proceed under this chapter as a criminal offense, the violation of this chapter shall be subject to a fine of up to \$10,000 and/or up to 30 days in jail, it being understood that each week a violation continues shall be deemed a separate offense subjecting the offender to additional weekly fines of up to \$10,000 and/or additional jail sentences of up to 30 days."

EACH PROPERTY NEEDS A SEPARATE FORM COMPLETED

MAIL COMPLETED FORM TO:
VILLAGE OF SUFFERN
LANDLORD REGISTRATION STATEMENT
VILLAGE CLERK
61 WASHINGTON AVENUE
SUFFERN, NY 10901
Or
E-mail to: rentalregistry@suffernny.gov
If email must send PDF files only

Please be sure to include:

A Floor Plan Depicting Location, Use, Dimension of Each Room Situated Within the Dwelling Unit (including basements and attics are also required)

- **A Copy of the Most Recent Deed**
(<https://www.rocklandcountyny.gov/departments/clerk-s-office/land-records>)
- **A Copy of the Most Recent Tax Bill After January 1, Town of Ramapo**
(<https://www.ramapo.org/page/tax-department-33.html>) or After June 1, Village of Suffern Tax Office
- **Proof of Residency of Each Owner (Driver's License or State ID)**

1. Address of Property _____

2. Section _____ Block _____ Lot _____

Tax I.D. Number _____

3. Name of Property Owner _____

4. Residence Address _____

5. Mailing Address _____

6. a. Telephone Number _____

b. Cell Number _____

c. E-mail Address _____

7. OWNERS (If Owner is a Corporation, LLC, Partnership, etc. Please supply for **ALL OFFICERS**):

a. Name _____

b. Residence Address _____

c. Home Telephone Number _____

d. Cell Number _____

e. E-mail Address _____

a. Name _____

b. Residence Address _____

c. Home Telephone Number _____

d. Cell Number _____

e. E-mail Address _____

If there are more than TWO (2) owners/members, please use another sheet of paper.

If the Owner of Record or Owners of Record does not reside within 30 miles of the property, then the owner shall provide the following information to the Building Department:

a. Name of Managing Agent

b. Residence Address _____

c. Home Telephone Number _____

d. Cell Number _____

e. E-mail Address _____

Managing Agent: natural person, 18 years of age or over, who actually resides within 30 miles of the property, and who shall be designated by such owner as a managing agent responsible for and in control of the maintenance and operation of such dwelling, and who shall be designated as the person upon whom process may served on behalf of the owner. The managing agent and/or owner shall keep a current record of all the tenants, and their names and addresses, who are renting, leasing or living in the premises. There shall be endorsed upon such statements a written consent to such designation signed by such managing agent. An owner who is a natural person and who meets the requirements of this subsection as to the location of the residence or place of transacting business of a managing agent may designate himself/herself as such managing agent.

Provide A Description of the Structure – including:

A. Number of Rental Dwelling Units in this Building _____ and Number of Rooms
in Each Dwelling Unit:

Rental Unit or Apartment 1: ☐ No. of Persons Accommodated _____

Number of Bedrooms _____

List Each bedroom and the number of how many Adults and/or Children are accommodated for Sleeping

Bedroom 1. Adults _____ Children _____

Bedroom 2. Adults _____ Children _____

Bedroom 3. Adults _____ Children _____

Bedroom 4. Adults _____ Children _____

Bedroom 5. Adults _____ Children _____

Please list on a separate sheet if more

Number of Living Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Number of Kitchens _____ (please state if anyone is sleeping in kitchen)

Number of Baths _____ (please state if anyone is sleeping in bath)

Number and description of Other Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Rental Unit or Apartment 2: ☐ No. of Persons Accommodated _____

Number of Bedrooms _____

List Each bedroom and the number of how many Adults and/or Children are accommodated for Sleeping

Bedroom 1. Adults _____ Children _____

Bedroom 2. Adults _____ Children _____

Bedroom 3. Adults _____ Children _____

Bedroom 4. Adults _____ Children _____

Bedroom 5. Adults _____ Children _____
Please list on a separate sheet if more

Number of Living Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Number of Kitchens _____ (please state if anyone is sleeping in kitchen)

Number of Baths _____ (please state if anyone is sleeping in bath)

Number and description of Other Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Rental Unit or Apartment 3: ☐ No. of Persons Accommodated _____

Number of Bedrooms _____

List Each bedroom and the number of how many Adults and/or Children are accommodated for Sleeping

Bedroom 1. Adults _____ Children _____

Bedroom 2. Adults _____ Children _____

Bedroom 3. Adults _____ Children _____

Bedroom 4. Adults _____ Children _____

Bedroom 5. Adults _____ Children _____

Please list on a separate sheet if more

Number of Living Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Number of Kitchens _____ (please state if anyone is sleeping in kitchen)

Number of Baths _____ (please state if anyone is sleeping in bath)

Number and description of Other Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Rental Unit or Apartment 4: ☐ **No. of Persons Accommodated** _____

Number of Bedrooms _____

List Each bedroom and the number of how many Adults and/or Children are accommodated for Sleeping

Bedroom 1. Adults _____ Children _____

Bedroom 2. Adults _____ Children _____

Bedroom 3. Adults _____ Children _____

Bedroom 4. Adults _____ Children _____

Bedroom 5. Adults _____ Children _____

Please list on a separate sheet if more

Number of Living Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

Number of Kitchens _____ (please state if anyone is sleeping in kitchen)

Number of Baths _____ (please state if anyone is sleeping in bath)

Number and description of Other Rooms _____

List Number of each and how many Adults and/or Children are accommodated for Sleeping (please list how many adults/children sleep in each if more than one)

1. Adults _____ Children _____

IF you have MORE THAN FOUR (4) Rental Units or Apartments in one property

☐ **Please list additional information on a separate sheet of paper**

AFFADAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

I, _____, do hereby
depone and say that all of the above statements are true, knowing that a
person, who knowingly and intentionally violates this section, is guilty of a
misdemeanor.

Mailing Address:

Signature

Sworn to before me this

_____ day of _____, 20__.

Notary Public