

VILLAGE OF JORDAN RENTAL PROPERTY REGISTRATION FORM

Please complete a separate registration form for each rental property or if your property has more than ten units

Part I. Rental Property Information:

A.) Rental Property Address:										
B.) Tax Parcel ID					C.) Estimated Year Built:					
D.) Number of Dwelling Units:										
Unit Number:	1	2	3	4	5	6	7	8	9	10
1) Number of bedrooms in subject unit:										
2) Off street parking spaces provided for subject unit:										
E.) Location of Parking Spaces on the Property:										
F.) If Tenants do not Park on the Property, Where do They Park?										

Part II. Owner (s) Information: (List all owners separately. If necessary, attach additional sheet)

1. Owner Name:		2. Owner Name:	
Address:		Address:	
Home Phone:	Work/Business Phone:	Home Phone:	Work/Business Phone:
3. Owner Name:		4. Owner Name:	
Address:		Address:	
Home Phone:	Work/Business Phone:	Home Phone:	Work/Business Phone:

Part III. Local Agent Information:

(Required if no owner lives in Onondaga, Madison, Oswego, Cortland or Cayuga County)

REQUIRED ATTACHMENTS

Local Agent Name:	
Address:	
Home Phone:	Work/Business Phone:
Signature:	Date:

Total Units	_____
Registration \$15 per unit =	_____
Inspection Fee \$30 per unit = (\$15.00 if owner occupied)	_____
Late Fees= (\$15.00 per unit after March 1st)	_____
Total Fee Enclosed	_____

Submitted by: _____ Date: _____ Rec'd By: _____
 Signature: _____ Date Rec'd: _____

Please Print

PLEASE RETURN COMPLETED

RENTAL REGISTRATION AND INSPECTION PROGRAM

<u>ITEM</u>	<u>COMMENT</u>	<u>FEE</u>
Registration	Annual per Unit	\$15
Inspection	Scheduled per Unit	\$30
Inspection	Scheduled (owner occupied)	\$15
First Re-Inspection	Included	\$0
Second Re-Inspection	3 rd visit	\$50
Third Re-Inspection	4 th visit	\$100
Missed Inspections		\$30
Late registration	per Unit	\$15

After rental property has received an Inspection it will be rated as follows:

Category A - Excellent condition, both interior and exterior, with only minor violations and in full compliance by the 1st re-inspection. Building will be inspected in three (3) years.

Category B - Good condition, both interior and exterior, with moderate and/or numerous minor violations corrected by 1st re-inspection. Building will be inspected in two (2) years.

Category C - Any of the following:

1. Poor conditions, either interior or exterior;
2. Major violations;
3. Numerous violations;
4. Missed inspections;
5. Not in full compliance after the 1st re-inspection.
6. Court Appearance Ticket issued to bring into compliance, with any part of Rental Registration Program

Building will be inspected in one (1) year.

Rental Occupancy Permits are issued effective from date of first inspection

VILLAGE OF JORDAN
DEPARTMENT OF CODE ENFORCEMENT
689-7350

RENTAL PROPERTY CHECKLIST

Dear Landlord,

The Village of Jordan has provided this checklist to you so that you can evaluate the condition of your rental property prior to a routine inspection. By using this guide, you may avoid a lengthy inspection and potentially costly re-inspection fees. While it is impossible to list every violation of the Fire and Property Maintenance Codes that may occur, this list contains violations that are commonly found during a routine inspection.

Exterior of Building and Accessory Buildings

- 1) Are the street numbers visible from the road? (4 inches high & ½ inch stroke width) Are the units properly marked?
- 2) Are the steps, decks and landings safe to use? Do they have level, uniform threads & risers?
- 3) Are handrails firmly fastened and capable of supporting normally imposed loads and in good condition?
- 4) Are guard rails present for all open porches, decks, landings higher than 30 inches above grade?
- 5) Is garbage properly stored? (In covered containers and at rear of building)
- 6) Is the yard free from rubbish and trash?
- 7) Is the yard free from noxious weeds? Is the grass less than 8 inches in height?
- 8) Is the house foundation free from holes, large cracks and openings?
- 9) Is the building and any accessory buildings free of excessive peeling paint? Is bare wood visible, does it show signs of rot or decay?
- 10) Are all windows in good repair and weather tight?
- 11) Are there any unregistered/licensed vehicles on the property?

Interior of Building

- 12) Do all exterior and unit entry doors have approved deadbolt locks?
- 13) Are screen and storm doors in safe condition with adequate hardware?
- 14) In a multi-family unit, do the fire doors (if required) self-close to latching?
- 15) Are the walls and ceilings free from peeling paint and loose plaster?
- 16) Are the floor coverings free of tripping hazards and capable of being cleaned?

Electrical System

- 17) Are all the electrical equipment, wiring and appliances installed properly and maintained in a safe and approved manner?
- 18) Are all cover plates for outlets, switches and junction boxes in place?
- 19) Is the electrical system free of hazards?
- 20) Is there a working light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room and furnace room?
- 21) Are extension cords being used properly by the tenants?

Heating System

- 22) Is the heating system capable of maintaining a room temperature of 68 degrees F. in all habitable rooms, bathrooms and toilet rooms?
- 23) Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?
- 24) Are all fuel-burning heating equipment connected to an approved chimney or vent?
- 25) Does the fuel-burning equipment have a reliable source of combustion air?
- 26) Are all ducts free of obstruction?

Plumbing System

- 27) Does each unit contain a bathtub or shower, lavatory, water closet and kitchen sink that is maintained in a safe working condition and free of leaks?
- 28) Is the water heater properly installed and equipped with a temperature and pressure relief valve?
- 29) Do all plumbing stacks, vents waste and sewer lines function properly, free of obstructions and leaks?

Light, Ventilation and Occupancy Limitations

- 30) Does every habitable space have at least one operable window that faces directly to the outdoors?
- 31) Does the bathroom or toilet room have either an operable window or a mechanical means of ventilation?
- 32) Is the clothes dryer properly vented?
- 33) Does the unit meet the minimum space requirements for occupancy?
- 34) Sleeping in the basement is prohibited unless light, ventilation and egress standards are met.

Fire Safety

- 35) Are smoke alarms located on each floor of the unit, including the basement? Are smoke alarms located within all rooms used for sleeping? Are smoke alarms located just outside the immediate vicinity of bedrooms? Do all smoke alarms function properly?
- 36) Does every sleeping/bedroom have at least one operable window that meets emergency egress/rescue standards?
- 37) Are hallways, exit doors, egress windows and stairways unobstructed and clear of rubbish or storage?
- 38) Is there a three (3) foot clearance around any heating appliance or other source of ignition within the unit? (Does not include cooking stoves)

Infestation

- 39) Is the residence free from insect and rodent infestation?
The owner will be responsible for extermination prior to renting or leasing the structure. In single family residences the occupant will be responsible for the extermination. In a duplex or multi-family building the owner shall be responsible for the extermination in the public or shared areas of the structure and the exterior of the building.

VILLAGE OF JORDAN RENTAL REGISTRATION AND INSPECTION

FAQ

The purpose of the Rental Registration and Inspection Program is to protect the rights, health, safety and welfare of both landlords and residents and to maintain the Village's rental housing stock through the participation of owners, tenants, the village and the community through annual building inspections and registration.

DEFINITIONS:

Agent – a representative of a property owner or landlord at least eighteen (18) years old who resides within the designated boundaries of Onondaga, Madison, Oswego, Cortland or Cayuga County and legally authorized and identified to the Village to act in the owner's behalf in matters regarding the rental units.

Housing Inspector – any Code Enforcement Official authorized to inspect rental units.

Landlord – is any property owner or designated agent who offers a housing unit for occupancy to anyone other than the owner.

Rental Unit Occupancy Permit – a permit issued by the Village of Jordan stating that the referenced property and/or rental unit conforms to the standards of the Property Maintenance Code and Fire Code of New York State, the Life Safety Code and the Municipal Code of Jordan and that structure or rental unit is permitted for residential use. Any special circumstances or condition under which occupancy is permitted may be specified on that Rental Permit.

Rental Property – is any housing unit or units which is/are occupied by persons other than the owner.

Rental Unit - any housing unit within a Rental Property occupied by persons other than the owner.

Tenant – any person who occupies a non-owner occupied rental unit.

Unfit Rental Unit – is when a structure or unit(s) is found to be unsafe, unfit for human occupancy or is found unlawful.

What is the Rental Registry -

The Rental Registry will consist of a database containing relevant information regarding all non-owner occupied rental units in the Village of Jordan. The Village recognizes the need for Village departments, particularly in emergency situations, to be able to quickly contact the owner/agent of a property located in the Village. The data collected for this registry will include the name and address of the owner/agent and telephone numbers where the owner, or agent for the owner, can be reached at all times.

Why register rental properties -

Rental properties have been found to be some of the most neglected properties within a village and create a serious concern regarding rights, health, safety and welfare of tenants and also to the safety of emergency workers including Police, Fire and Ambulance Corps who may have to enter these premises. There are apartments where overcrowding exists and codes and ordinances are violated. Such premises encourage the deterioration of the housing stock, create blight as well as excessive vehicle traffic and parking problems and overburden the services of municipalities. The registry will provide the first Village wide system for identifying safety issues in rental properties and lay the foundation for a system of code enforcement in rental properties.

What happens if a tenant or owner refuses an inspection?

An "Administrative Search Warrant" will be requested from the courts and the inspector will return with the warrant and police personnel to make the inspection.

How soon, prior to inspection, will I be notified?

You will be notified at least 10 days prior to the inspection. If there is a time conflict owners will have 72 hours to call and reschedule. The maximum extension shall be seven (7) days.

What do inspectors look for during their inspections?

Inspectors will be enforcing the Property Maintenance Code and Fire Code of New York State, the Life Safety Code and applicable Village Ordinances. Items will include, but not limited to, exterior and interior building maintenance, electrical, plumbing, heating/ventilation, debris, zoning, improper vehicles on premises, and life safety codes such as exiting, emergency lighting and fire protection. View our *rental property inspection checklist* for further information.

How long do I have to fix the required repairs?

This will depend on the extent of the violation. Some items can be repaired in 1 -2 weeks while others will need more time for bids, etc. Inspectors are familiar with various tables and are willing to work with landlords on time frames within reason to complete repairs.

What happens if violations are not corrected on time?

After the inspection, a "Violation Notice" will be mailed with noted violations. If the violations **are corrected** within the time allotted the violations **will be dismissed**. If the violations are not corrected by the re-inspection date, an "Appearance Ticket" will be issued and a court appearance **will be required**.

Who will explain to the tenants why the inspection is being conducted?

The property owner shall notify tenants of the inspection and secure tenants' permission for access. If tenants have any questions they should call the Department of Code Enforcement at 689-7530.

Do I need to be present at the time of inspection?

YES, it is the responsibility of the owner or their designated agent to be present at the building on the date and time of inspection.

What is an Inspection Rating?

After your rental property has received an inspection it will be given a rating as follows:

- **Class A** – Excellent condition, minor violation(s) corrected by the first re-inspection.
Building will be inspected in three (3) years.
- **Class B** – Good condition, moderate and/or numerous minor violations corrected by the first re-inspection.
Building will be inspected in two (2) years.
- **Class C** – Major violations or the property is not in full compliance after the first re-inspection.
Building will be inspected in one (1) year.

If a property is found to be an *Unfit Rental Unit*, notice shall be made to vacate the property. No such property or units(s) shall be used again for human occupation until written approval and a Rental Unit Occupancy Permit is secured from the Code Enforcement Officer.

What are the penalties for offenses?

Any person, firm or corporation who violates, disobeys, neglects or refuses to comply with any of the terms of this legislation shall be guilty of a violation and be subject to a fine of not more than \$1,000.00. Each week a violation continues shall be deemed a separate offense.