



Department of Codes & Zoning

Principal Office Location
5 State Route 31, PO Box 568, Jordan, NY 13080
Ph. 315/689-9031-Ext. #6 Fax: 315/689-3122
Web Site: townofelbridge.com
E-mail codesoffice@townofelbridge.com

Rental Registration

Print Legibly

Date _____ Tax Map# _____

Property Owner /Land Agent _____

Address _____

Phone Number _____

Rental Property Address & Tax Map # _____

Type of residence: Multi /single family/other: _____

YEAR Built and /or remodeled _____

Describe rental unit on the premise

Tenant name/Phone Number _____

Square footage of space _____

Specific Location of Space (1st Fl, 2nd Fl behind home etc.) _____

Heat Source _____

Number of Rooms _____

Number of Bed rooms _____

Attach sheet if necessary

Describe any fire protection and/or fire suppression or fire alarm system on premise,

Be sure all extinguishers are properly inspected as well as smoke/fire alarms prior to Code Enforcement Inspection

Please attach a diagram showing a floor plan of rental unit

This application is being made to request an annual certificate of occupancy for the rental properties listed above or on any attached lists or sheets. I acknowledge that upon receiving this application, the Code Enforcement Officer shall request to inspect said properties, to determine the compliance of all structures on the property with regards to the New York State Fire Prevention and Building Codes as well as any and all other zoning, code or other applicable regulations, and that any violations or concerns found will be remedied at the earliest convenience. I also acknowledge that a fee may be imposed for the inspection incurred, which shall be billed by the Elbridge Town Clerk. A set fee schedule can be reviewed at the Elbridge Town Hall.

Emergency contact # _____ Signature _____



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CONSENT TO INSPECT

Property Address: _____
Property Owner: _____
Phone Number: _____

The Town of Elbridge Code Enforcement Office requests the Land Owner's Consent to inspect the above mentioned property to check compliance of Building and Zoning Laws, life safety, and property maintenance.

THIS CONSENT WILL PROVIDE PERMISSION TO THE CODE ENFORCEMENT OFFICER TO INSPECT INITIAL AND ANY FOLLOW UP RELATED RE-INSPECTIONS.

Tenants/owners have the right to refuse an inspections/re-inspection. If an inspection is refused, the Town may seek other administrative and legal processes. No inspection or re-inspection will take place unless this form is completed by all tenants or directed by other authority.

Landlords will make every effort to contact the Tenants in advance of proposed date and time of inspection. Landlords will communicate with Tenants for all inspection scheduling and rescheduling.

Tenants Signature: _____ Date _____
1. _____
2. _____
3. _____
4. _____

Owner/Agent verifies that these are the signatures of all tenants in this unit/building.

Owner/Agent Signature _____ Date _____

PLEASE RETURN COMPLETED



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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 & $\frac{1}{2}$ 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 & 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 screen/storm doors and unit entry doors have approved deadbolt locks?
- 13) In a multi-family unit, do the fire doors (if required) self-close to latching?
- 14) Are the walls and ceilings free from peeling paint and loose plaster?
- 15) Are the floor coverings free of tripping hazards and capable of being cleaned?

Electrical System

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