



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 HENRY JOHNSON BLVD.—SUITE 1 | ALBANY, NY 12210
518.434-5995 | FAX 518.434.6015 | EMAIL: CODES@ALBANYNY.GOV

RENTAL DWELLING REGISTRATION FORM

This form begins the process of registering rental dwelling units on the City's Rental Dwelling Registry. ROP inspections cannot be scheduled until the registration fee of \$50 per unit has been paid. ROPs will be issued once each unit has passed an inspection by one of our Code Enforcement Officers.

GENERAL INFORMATION

RENTAL PROPERTY ADDRESS: ZIP:
TOTAL NUMBER OF UNITS AT THE PROPERTY: TOTAL NUMBER OF UNITS TO BE REGISTERED:
REGISTRATION FEE: No. of UNITS x \$50 = TOTAL FEE (ADD'L FEES MAY BE OWED BEFORE ROP MAY BE ISSUED, SEE BACK FOR DETAILS) ALL CHECKS SHOULD BE MADE PAYABLE TO THE "CITY OF ALBANY".

LIST OF UNITS TO BE REGISTERED

PROVIDE A LIST OF THE UNITS TO BE REGISTERED AS THEY ARE NAMED AT THE PROPERTY. THIS IS HOW THEY WILL APPEAR ON THE ROP CERTIFICATE.

Blank lines for listing units to be registered.

OWNER INFORMATION

NAME: EMAIL:
ADDRESS: ZIP:
PRIMARY PHONE: ( ) SECONDARY PHONE: ( )

AGENT INFORMATION

IF APPLICABLE, PROVIDE THE CONTACT INFORMATION FOR THE AGENT WHO WILL ACT ON THE OWNER'S BEHALF.

NAME: EMAIL:
ADDRESS: ZIP:
PRIMARY PHONE: ( ) SECONDARY PHONE: ( )

INSPECTION REQUEST

INDICATE WHEN YOU WOULD LIKE YOUR INSPECTION. UNLESS THE DATE IS LESS THAN 3 DAYS AFTER THIS FORM IS RECEIVED OR IF IT IS INCOMPLETE THE INSPECTOR WILL ARRIVE IN THE WINDOW SELECTED UNLESS YOU HEAR FROM US.

DATE: TIME: [ ] 9AM - 10AM [ ] 10AM - 11AM [ ] 11AM - 12PM [ ] 12PM - 1PM [ ] 1PM - 2PM [ ] 2PM - 3PM
CHOOSE ONLY ONE DATE AND TIME SLOT. APPLICATIONS WITH MULTIPLE SELECTIONS WILL BE RETURNED.

LET US KNOW IF THERE IS ANY ADDITIONAL INFORMATION YOU HAVE FOR OUR INSPECTOR, IE. WHO WILL BE MEETING INSPECTOR.

Blank lines for additional information.

By submitting this form, I hereby certify that all statements made herein are true and accurate to the best of my knowledge. I acknowledge that if any information contained herein changes, it is my obligation as the owner of the property to re-file an updated Rental Registry Form with the Department of Buildings & Regulatory Compliance.

Signature Date
DATE REC'D: REC'D BY: STAFF USE ONLY ENERGOV NUMBER: SCANNED & SAVED [ ]

## Rental Dwelling Registry Information

Below you'll find answers to the most commonly asked questions about ROPs. For more information, including complete copies of the applicable City and State Codes, see our ROP Guidebook, available on our website at [albanyny.gov](http://albanyny.gov).

**Registration Renewal.** Your rental units will remain registered for thirty months after the date your residential occupancy permit has been issued. Re-registration, including a new registration inspection, will be required at the end of that thirty month period.

**ROP Delivery.** An ROP will be mailed the week following a successful ROP inspection. Copying and administrative fees may be charged for additional copies.

**Checking ROP Status.** A list of active ROPs is available on our website at [albanyny.gov](http://albanyny.gov).

**Inspection Scheduling.** The date & hour time window you selected on this form will be when we arrive at the property if we receive the form at least three full business days in advance of the inspection. If you need your ROP inspection sooner than that, you may deliver the form and fee in person or coordinate with our staff by phone at (518) 434-5995.

**Inspection.** Depending on the condition of your property, the inspection will last approximately 20 minutes. The inspector will be looking for code violations so we urge you to review the NYS Building Codes prior to your inspection to ensure that you are in compliance. Note, work done to comply with code will often require a building permit.

**Inspection Checklist.** An ROP inspection is not a top-to-bottom code review of a building but any code violations found must be corrected before an ROP may be issued. In a standard inspection will look at 1) smoke and carbon monoxide detectors, 2) open means of egress, 3) general cleanliness, 4) unit security, 5) potential structural problems, 6) electric facilities, and 7) running, clean water. Failures in these areas will lead to deeper investigation.

**Zoning Compliance & Building Alterations.** *An ROP inspection does not confirm that a building is in compliance with City zoning rules.* An ROP does not make units that have been added illegally and without proper approvals legal and where it is later discovered that an ROP has been issued to an illegal unit, that ROP will be revoked. ***If there has been unpermitted work, an ROP inspection does not substitute for the building permit process.***

**ROP Fee Exemptions.** All residential dwelling units must be registered. However, Albany City Code §231-144(B) provides that "Owner-occupied rental dwellings containing not more than one rental unit owned by one or more natural persons, all of whom are aged 65 years or older, are exempt" from paying the \$50 fee.

**Smoke Detector Location.** For typical small residential buildings, smoke detectors are required on the ceiling or wall outside and in the vicinity of each bedroom area, in

each bedroom, and on each floor. Smoke detectors are most effective when placed high in a room.

**Carbon Monoxide Detector Location.** In typical small residential buildings with fuel burning appliances, carbon monoxide detectors must be installed outside and in the vicinity of each bedroom area. Carbon monoxide detectors are most effective when placed low in a room.

**Elevators, Sprinklers, Integrated Fire Alarms.** For buildings with elevators, sprinklers, and/or integrated fire alarm systems which are required to have regular, mandatory inspections, the most recent copies of those inspection reports must be made available to the inspector at the time of the inspection.

**Follow-up Inspections.** If code violations are discovered during the first inspection, you will be provided with a list of those violations and what needs to be done to remedy them. Unless they are critical, you will be given 30 days to make the necessary repairs or changes. ***No penalties are assessed for violations found in ROP inspections.***

**Follow-up Inspection Scheduling.** The date of a follow-up inspection may be sooner or later than the standard 30 days. ***Requests to extend a follow-up inspection date must be made in writing.***

**Follow-up Inspection Fees.** The \$50 registration fee covers our initial inspection and one follow-up inspection and must be paid up front. No inspection may be scheduled before the \$50 fee has been paid. If violations are discovered after a follow-up inspection, a \$50 fee will be charged for each inspection thereafter.

**No Show and Late Cancellation Fees.** ***If no one is at the property to let the inspector perform the inspection at the scheduled time, a \$50 no-show fee will be assessed. Cancellations received less than 24 business hours before the schedule inspection time will also incur a \$50 fee.***

**Abandoned ROPs.** If an inspection is attempted but is not able to be performed and no further contact is made with the department or calls to schedule an ROP inspection are not returned, the ROP will be deemed abandoned after three months.



*Please take a minute to complete our brief customer satisfaction survey. Your feedback is extremely important to us!*