

Q: *What if there is a change in the registry information?*

A: The owner of the registered dwelling that is already registered, shall re-register within thirty (30) days after any change occurs in registration information.

Q: *What is a new tenant finds violations, and the owner has an existing Residential Occupancy Permit?*

A: Our Department will still address all complaints.

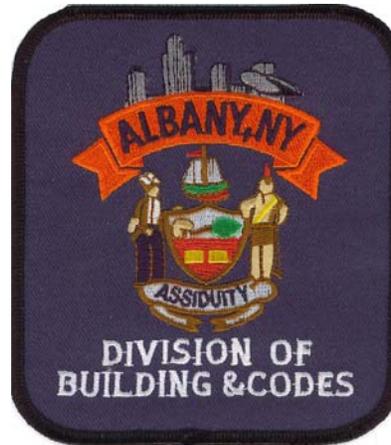
Q: *What if I fail to register my property?*

A: Penalties will be imposed for failure to provide accurate information or requested information. Those penalties are outlined in Section 231-146 of the City Code. Each day of noncompliance after conviction shall be a separate violation.

Q: *Are there fee for the inspection?*

A: The initial inspection and the first re-inspection are free. Any & all subsequent inspections to assure compliance shall be charged \$30.00 per unit. Any inspection for which you are not present or cancel within 24 hours of the inspection will be charged \$20.00 per unit. A complete copy of fees are sent with the initial scheduling letter.

*More Questions—
please call the
Division of Building
& Codes or check
our website at
www.albanyny.org*



Division of Building & Codes

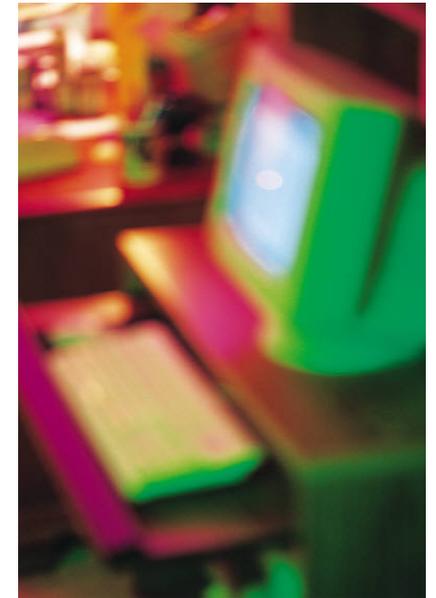
City Hall
Room 303
Albany, NY 12207

(518) 434-5995
Monday—Friday
8:30AM—4:30PM



*Division of
Building & Codes*

***Rental
Dwelling
Registry***



City of Albany

Gerald D. Jennings
Mayor

*An informational brochure for
property owners & citizens of the
City of Albany.*

On November 1, 1996 an Ordinance passed by the Common Council, known as the Rental New Dwelling Registry for the City of Albany, went into effect. The existing Certificate of Occupancy/Residential Occupancy Permit applies to the units within the building.

The information in this brochure will explain both the Rental Registry requirements and the Residential Occupancy Permit (ROP) process. If you have additional questions, please call the Division of Building & Codes.

Q: *What is the Rental Dwelling Registry?*

A: The Rental Dwelling Registry is a list of all rental dwellings in the City of Albany. The information compiled for this registry will include: name of owner, address of owner, address of dwelling to be registered, number of rental units, and the address and telephone number where the owner, agent or other responsible person designated by the owner may be reached at all times.

Q: *Are there exemptions to the Registry?*

A: No. Everyone who owns residential rental property must register. Registration forms may be obtained by writing or calling:

Division of Building & Codes
165 Henry Johnson Blvd.—1st Floor
Albany, NY 12210
(518) 434-5995

Or by downloading the form from our website at www.apdonline.org/codes

Q: *Are there any fees?*

A: Yes. *The fee schedule follows. Please note the sliding scale:*

Dwelling Units

1—5 units \$30.00 per unit
6—10 units \$50.00 plus \$20.00 per unit
11—20 units \$100.00 plus \$20.00 per unit
Over 20 units \$250.00 plus \$15.00 per unit

Rooming Units

1—10 units \$50.00 plus \$10.00 per unit
11—20 units \$100.00 plus \$10.00 per unit
Over 20 units \$250.00 plus \$10.00 per unit

Dwelling Units Combined with Rooming

In addition to the base dwelling unit fee, when rooming units are present, add the following fee:
1—10 units \$50.00 plus \$10.00 per unit
11—20 units \$100.00 plus \$10.00 per unit
Over 20 units \$250.00 plus \$10.00 per unit

Q: *When are the fees due?*

A: The fees are due after the rental property is inspected and the Residential Occupancy Permit is issued. **Do not send fees back with your Registry Form.**

Q: *Are there exemptions from the Registry Fees?*

A: Yes. Those owner occupied rental



dwelling containing not more than one rental unit owned by one or more natural persons, all of whom are 65 years or older, are exempt from the filing fees only. Proof of age must be submitted to the Division of Building & Codes if claiming an exemption—e.g copy of license or birth certificate.

Q: *How long is the registry and Residential Occupancy Permit valid for?*

A: This registration will be valid for thirty (30) months as will all Residential Occupancy Permits issued under this program. In this way landlords will **not** have to have an inspection every time a new tenant occupies a rental unit. Once the property is registered and inspected, the occupancy permit will be effective for the full thirty (30) months without further inspection (except, of course, if complaints are made).

Q: *What if code violations are found?*

A: If upon inspection, violations are found a Notice will be sent to the owner outlining what corrective actions need to be made and the time given to allow for these corrections.

Q: *What if the property is sold?*

A: The new owner of the registered dwelling shall re-register the dwelling within sixty (60) days of assuming ownership.