

# VILLAGE OF HARRIMAN BUILDING DEPARTMENT

1 CHURCH STREET  
HARRIMAN, NY 10926  
845-782-6892 FAX 845-782-2016

## RENTAL REGISTRATION FORM – VILLAGE OF HARRIMAN, NY

Registration **YEAR:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_ (NOTE: all registrations, renewals and inspections are due annually)

Property Address: \_\_\_\_\_ Section Block & Lot: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

E-mail address of owner: \_\_\_\_\_

Phone numbers of Owner: Office/Home # \_\_\_\_\_ Emergency 24 hour # \_\_\_\_\_

(NOTE: if corporation or partnership, attach names, titles, addresses, phone numbers of principal responsible persons of the business)

If owner resides outside Orange County NY, or is unavailable in cases of emergency, list other responsible person as agent:

Name (must be an adult 21 or older): \_\_\_\_\_

Address (must be within Orange County NY): \_\_\_\_\_

Phone numbers of responsible agent: Office/Home # \_\_\_\_\_ Emergency 24 hour # \_\_\_\_\_

**PROPERTY FEATURES:**

Owner occupied? YES \_\_\_\_\_ NO \_\_\_\_\_ Mixed use (commercial & residential)? YES \_\_\_\_\_ NO \_\_\_\_\_

Number of buildings on property containing residential units: \_\_\_\_\_ Total number of residential units on property: \_\_\_\_\_

Approximate height of each building: \_\_\_\_\_

Number of stories for each building: \_\_\_\_\_

Type of construction for each building (frame, brick, stucco, etc...): \_\_\_\_\_

Number of residential apartment units for each building: \_\_\_\_\_

Maximum number of persons in occupancy for each building: \_\_\_\_\_

For each residential unit, list existing size, existing number of bedrooms and maximum number of occupants (based on occupancy limitations of NYS/ICC Property Maintenance Code section 404.5 "Overcrowding")

Residential Unit #	Approx. Unit Square Footage	# of Bedrooms	Fire Extinguisher Provided Y / N	Maximum # of Occupants (for entire unit)

Attach separate sheet(s) if necessary

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SCHMATIC DIAGRAM/SKETCH: drawing showing the typical floor layout of the units and rooms with appropriate designations and identifications must be submitted with completed registration form. Identify fire and other safety features for each building (i.e. alarm systems, fire rated separations, location of fire doors and stairwells, exterior fire escapes, sprinklers, extinguisher locations, etc): Describe such features here, or attach separate sheet(s) with the drawing(s)

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**CERTIFICATION:**

I, the undersigned, hereby certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and shall constitute a violation of the Village of Harriman Code Chapter 78. Additionally, I agree to substantially comply with all applicable regulations related to the occupancy of residential rental property.

\_\_\_\_\_  
Signature of owner (or appropriate officer of corporation/partnership) Date: \_\_\_\_\_

*SIGNATURE MUST BE NOTARIZED*

State of New York  
County of \_\_\_\_\_  
  
Sworn to before me this:  
\_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_  
  
Notary Public \_\_\_\_\_  
County of: \_\_\_\_\_

AVAILABILITY OF REGULATIONS: Please note that copies of applicable regulations including the NYS/ICC Fire Code and Property Maintenance Code and the Village of Harriman Code are available in the Village of Harriman Building Department Office and may be examined as necessary in order for owners of property within the Village of Harriman to become familiar with the regulations that they are required to comply with (also available online: <https://www.ecode360.com/12442256> ). Please feel free to contact the Building Department at 845-782-6892 if you require information regarding any such regulations.

REQUIREMENT FOR UPDATED INFORMATION: In the case that information provided on this form becomes outdated for any reason (sale of property, change in responsible persons, modification to property features, etc...) a new form reflecting such changes must be submitted within a period of thirty (30) days. A nominal \$25 fee may be charged for filing of updated forms.

REQUIREMENT FOR ANNUAL RENEWAL: Registration renewals must be submitted on an annual basis.

FEES: New registrations and annual renewals must be accompanied by the appropriate fee payable to "Village of Harriman".  
(Initial registration: \$50 per dwelling unit, Annual renewal: \$25 per dwelling unit, Update /amendment: \$25 per parcel)