

Village of Fonda Rental Dwelling Registry Form



Information provided here regarding the Village of Fonda Rental Dwelling Registry as per the “Village of Fonda, NY / The Code - Chapter 119 Rental Property“ and the Rental Dwelling Registry Form is included.

§ 119-1 Purpose.

The Village of Fonda hereby establishes a program for the enactment, enforcement and administration for the purpose of periodic registration of all rental units within the boundaries of the Village of Fonda. Landlords and rental property owners are therefore required to furnish emergency contact information and maintain an inventory of available rental housing units.

§ 119-2 Definitions. As used in this chapter, the following terms shall have the meanings indicated:

ABSENTEE LANDLORD

Any landlord who resides outside the designated boundaries of the Village of Fonda as those boundaries may be defined at the time of regular, periodic property registration.

HOUSING or DWELLING UNIT

Any single unit which is capable of housing one separate household, whether a detached single-family structure or building or part of a multihousehold structure or building.

IMMEDIATE FAMILY

The immediate family of the owner of a housing unit consists of the owner's spouse, children, parents, grandparents or grandchildren.

LANDLORD

Any property owner or designated agent who offers a housing unit for occupancy to persons other than the owner or his immediate family or for which a fee or compensation, monetary or otherwise, is received by the owner in exchange for such occupation.

RENTAL AGENT

A representative of a property owner or landlord who resides within the designated boundaries of the Village of Fonda as defined at the time of periodic property registration.

RENTAL PROPERTY

Any housing unit, commercial space or units which are occupied by persons other than the owner or his immediate family or for which a fee or compensation, monetary or otherwise, is received by the owner in exchange for such occupation.

§ 119-3 General requirements.

A. All landlords must initially register with the Village of Fonda on or before December 1 in the year this chapter becomes law. Upon adoption of this chapter, initial registration will begin as soon as practicable after this chapter is effective. It is the responsibility of the property owner to register any rental property or properties, and failure to do so constitute a violation of these regulations and is subject to the penalties set forth herein.

B. All absentee landlords must have an emergency contact person for each rental property.

C. Should the property change ownership at any time, the new owner of the registered dwelling shall reregister the dwelling within 60 days of assuming ownership.

D. All rental properties, whether residential or commercial in nature, will require a regular inspection by the Village Code Enforcement Officer to determine whether said property meets applicable building and safety codes.

§ 119-4 Registration procedure.

A. Properties shall be registered on a form provided by the Village of Fonda Village Code Enforcement Officer and signed by each owner or managing agent of the property being registered. The following documentation shall be provided by the owner or managing agent at the time of registration:

(1) Proof of ownership of the property (copy of deed).

(2) Proof of residency of each owner.

(3) A certification in a form acceptable to the Village Code Enforcement Officer by each property owner or managing agent attesting to the total number of persons legally allowed to occupy each rental property owned or managed by such person within the Village as of the date of registration and or modified within this code

B. At the time of registration, all absentee landlords are required to designate a resident agent for service of process of a violation of this chapter. If that resident agent's residence should be removed from the Village of Fonda during the yearly registration period, another agent must be designated for the duration of that period. Service of an appearance ticket, as defined by New York State Criminal Procedure Law, upon said agent shall constitute good and sufficient service as if the landlord had been served themselves within the Village of Fonda or Montgomery County. No landlord who designates an agent pursuant to the provisions of this chapter may assert the defense of lack of notice or lack of in person jurisdiction based solely upon the service of process upon his designated residential agent. The failure to provide the name and address of an agent for service of process shall be a violation of this chapter punishable by a fine not to exceed \$350.

C. Exemptions. None.

D. The Village of Fonda Code Enforcement Officer shall provide copies of all rental property registrations filed with the Village to the fire district servicing such properties by July 1 of every year.

E. It shall be unlawful for any landlord to offer any unit for rent or to allow any rental unit to be occupied without having first registered as a landlord as required herein within the time prescribed for such registration.

§ 119-5 Penalties for offenses.

A. Violations of the provisions of these standards or any rules or regulations established pursuant thereto shall be subject to applicable penalties under this chapter in addition to those imposed by other applicable codes or ordinances, including, without limitation, the Code of the Village of Fonda, zoning laws, and the New York State Uniform Fire Prevention and Building Code.

B. Any persons, firm or corporation who violates, disobeys, neglects or refuses to comply with any of the terms of this chapter shall be guilty of a violation and be subject to one or more of the following remedies:

(1) A fine not to exceed \$350 or imprisonment for a period not to exceed 15 days, or both; or

(2) A penalty of \$350 to be recovered by the Village in a civil action;

(3) The Board of Trustees of the Village of Fonda may also maintain an action or other proceeding in the name of the Village in a court of competent jurisdiction to compel compliance of this chapter;

(4) Each week or part of a violation continues shall be deemed a separate offense.

§ 119-6 When effective.

In accordance with Village Law, this chapter or any amendments thereto shall take effect 10 days after the required publication, posting and filing with the New York State Department of State, but shall take effect from the date of its service as against a person served personally with a copy thereof, certified by the Village Clerk, and showing the date of its passage and entry in the minutes.

Village of Fonda Rental Dwelling Registry Form

Address of Rental Property _____

Tax ID Parcel # _____

Individual/Corporation Owner Information:

Name(s): _____ Legal Address of Owner(s): _____

Mailing Address _____ City, State, Zip _____

City, State, Zip _____

Owner(s) Contact Information:

Phone: _____ Cell: _____

Fax: _____ Email: _____

Commercial Usage or Business in Building:

Floor: _____ Type: _____

Property Information/Building Description:

(If there is more than one Building, please complete a Village of Fonda Rental Dwelling Registry Form for each Building).

of stories: Check One: 1 2 3 4 Other

Building # or Name and number of Residential Rental Units (Rooms or Apartments) in each Building and the Physical Location (Which Floor?, Front/Back?) of those Rooms or Apartment Units in the Building along the with Number of Rooms or Apartment Units per floor:

1. Building # or Name: _____ # of Rooms or Apartment Units in the Building _____
2. Location of Rooms or Apartments in the Building: Basement: ___ 1st___ 2nd___ 3rd___ Other _____
3. This Building houses Apartment # _____ to Apartment # _____
4. Number of occupants allowed per Room or Apartment:
Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____
Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____
Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____ Apt #: _____ # Allowed _____

(If you have more Rooms or Apartment Units than there are spaces for above, please complete another Village of Fonda Rental Dwelling Registry Form for the additional Rooms or Apartment Units).

Designation of Agent: (If owner does not reside in Montgomery County or an adjacent county, a local agent must be designated that can be reached day or night)

Name of Designated Agent(s): _____

Legal Address of Agent(s): _____

Mailing Address _____

City, State, Zip _____

Contact Information:

Phone: _____ Cell: _____

Fax: _____ Email: _____

The undersigned states that the information provided in this document is accurate and true.

PRINT NAME of PROPERTY OWNER: _____ Date: _____

SIGNATURE of PROPERTY OWNER: _____

**If you have any questions regarding this form, you can call (518) 853-4335
and ask for the Building Code Enforcement Official, Thank you.**

 **Keep a complete copy of this document for your records and please submit the original to the address below.**

**Village of Fonda
Attn: Building Code Enforcement Official
P.O. Box 447
Fonda, New York 12068**

DO NOT WRITE BELOW

Review of Rental Dwelling Registry Form (Office Use Only)

	Received	Date	Initials
1. Proof of Ownership of the property (Copy of Deed) provided:	_____	_____	_____
2. Proof of Residency of each owner provided:	_____	_____	_____
3. A completed Rental Dwelling Registry Form Received:	_____	_____	_____
4. Payment received: Cash/Check/Other: _____ Amt. \$ _____	_____	_____	_____
5. Copy submitted to Town of Mohawk Fire Chief:	_____	_____	_____