



TOWN OF CHEEKTOWAGA  
LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION  
CHAPTER 194

Date \_\_\_\_\_

Property Address: \_\_\_\_\_

Dear Property Owner:

Please be advised that effective January 1, 2019, the Landlord Rental & Property Owner Registration Ordinance went into effect. The purpose of this Chapter is to establish a procedure and standard for the identification and registration of rental properties and unoccupied properties, to ensure that the Town of Cheektowaga has a meaningful, efficient and effective means of communicating with those owners. This Chapter was adopted to protect the public health, safety and general welfare of the people and to alleviate conditions of substandard housing, including slums and blight.

If you are an owner of a non-owner occupied or a rental property within the Town of Cheektowaga, not including the Village of Sloan or Depew, then you are required to register and re-register these properties every two years whether the building is occupied or vacant. The registration is non-transferable and a Registration Statement must be completed for each parcel owned within 30 days of the purchase of the property. The registration fee is \$20 per parcel every two (2) years.

Complete a Registration Statement for each property and submit your check or money order, payable to the Town Clerk at:

**Town of Cheektowaga  
Office of Landlord and Property Owner Registration  
3301 Broadway Street, Room 208  
Cheektowaga, NY 14227**

Failure to register any rental property or non-owner occupied property is a violation of Section 194-6 of the Local Law and may subject you to a fine in an amount determined by how much time elapses following the aforementioned grace period.

Any questions regarding Chapter 194 or the Registration Statement may be directed to the Town of Cheektowaga at (716)686-3446. Additional information and Registration Statements can be obtained at [www.tocny.org](http://www.tocny.org) in the **Document Center**.

Town of Cheektowaga  
Town Board

# LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION STATEMENT

3301 Broadway Street, Room 208, Cheektowaga, NY 14227

Phone: 716-686-3446, Email: landlord@tocny.org

**Property Address:** \_\_\_\_\_

**Type Rental Unit:**

Single Family Dwelling

Two Family

Three Family

Four or More Family

Condo

Vacant Building

Mix Use (Commercial/Residential)

The address above is my PRIMARY RESIDENCE, it is NOT RENTED(complete Owner Information, sign on the second page and return)

**Owner Information:** (please print) Individual(s)  or Corporation

Name (Owner): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

DO NOT USE A P.O. BOX AS AN ADDRESS

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Use this address for all notices and invoices for fees

**Co-Owner Information:**

Name (Owner): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

DO NOT USE A P.O. BOX AS AN ADDRESS

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Use this address for all notices and invoices for fees

**Corporation Officer:** (if more room is needed please attach another sheet)

Business or Corporation Name: \_\_\_\_\_

Corporation Officer: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

DO NOT USE A P.O. BOX AS AN ADDRESS

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Use this address for all notices and invoices for fees

**Property Manager / Agent Information** (MUST be completed if the owner resides outside of Erie County)

Property Manager/Agent: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

**DO NOT USE A P.O. BOX AS AN ADDRESS**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Use this address for all notices and invoices for fees

**IF THE PROPERTY IS VACANT**, please help us to better understand why it is vacant.

**REASON FOR VACANCY:**

- CURRENTLY BETWEEN TENANTS
- CURRENTLY BEING REHABILITATED; Approximate date of completion \_\_\_\_\_
- DEATH OF OWNER, currently in surrogate court
- BANK FORECLOSURE IN PROCESS (Name of bank completing paperwork)  
\_\_\_\_\_
- PROPERTY IS ON THE MARKET FOR SALE, Approximate date of listing: \_\_\_\_\_
- other: \_\_\_\_\_

**Notes or any additional comments you may want to share:**

\_\_\_\_\_  
\_\_\_\_\_

**Owners are REQUIRED to sign the Registration Statement. By signing this statement, you agree that all the information is true and accurate.**

X \_\_\_\_\_ Date: \_\_\_\_\_  
Owners Signature

\*If you own more than one residential rental property in the Town of Cheektowaga, you can make copies of this form or print and complete additional **Registration Statements** online at [www.tocny.org](http://www.tocny.org) in the **DOCUMENT CENTER**.