



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.

We believe you are an owner of a non-owner occupied rental property within the Town of Cheektowaga, not including the Village of Sloan or Depew, and 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.

For your convenience, enclosed is a Registration Statement that should be completed and submitted with 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 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 in the **DOCUMENT CENTER**.