



PERIODIC INSPECTION APPLICATION | CITY OF SYRACUSE

SELECT A CERTIFICATE TYPE BELOW. COMPLETE APPLICATION AND RETURN WITH PAYMENT TO
CITY OF SYRACUSE DIVISION OF CODE ENFORCEMENT, 300 S STATE ST FLOOR 7, SYRACUSE, NY 13202 | 315.448.8695

RENTAL REGISTRY CERTIFICATE - \$150.00
FOR 1&2 FAMILY NON-OWNER OCCUPIED HOMES
COMPLETE PARTS I, II, AND III

CERTIFICATE OF COMPLIANCE - \$55.00 PLUS \$20.00 FOR EACH UNIT IN EXCESS OF TWO
FOR 3+ FAMILY OR MIXED-USE STRUCTURES
COMPLETE PARTS I AND II

RENTAL REGISTRY EXEMPTION
FOR 1&2 FAMILY HOMES OCCUPIED BY OWNER
OR BY OWNER'S SPOUSE, PARENTS, SIBLINGS,
OR CHILDREN - COMPLETE PART IV

PART I: PROPERTY OWNER INFORMATION

THE FOLLOWING INFORMATION IS REQUIRED PER ARTICLE 2, SECTION 27-11 OF THE PROPERTY CONSERVATION CODE OF THE CITY OF SYRACUSE.

PROPERTY ADDRESS: _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ HOME WORK CELL

EMAIL _____

PROPERTY MANAGER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ HOME WORK CELL

EMAIL _____

PART II: BUILDING INFORMATION

NUMBER OF STRUCTURES ON LOT: _____ TYPE OF CONSTRUCTION: MASONRY WOOD FRAME ATTIC: (Y) (N)

NUMBER OF: APARTMENTS _____ SLEEPING ROOMS _____ COMMERCIAL UNITS _____

AUXILIARY BUILDING: GARAGE _____ NUMBER OF SPACES _____ CARRIAGE HOUSE _____ SHED _____

TOTAL UNITS BY STORY: (ROOMING HOUSE ONLY)

BASEMENT _____ THIRD _____
FIRST _____ FOURTH _____
SECOND _____ FIFTH _____

COMMERCIAL UNITS

UNIT 1 USE _____

UNIT 2 USE _____

UNIT 3 USE _____

For more than 3 Commercial Units use separate sheet

PART III: INSPECTION APPROVAL/DISAPPROVAL - FOR RENTAL REGISTRY ONLY

I, _____, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I agree and consent to allow the City to inspect the property in its entirety as part of the City and/or State requirement for a Rental Registry Certificate/Certificate of Compliance. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Rental Registry Certificate/Certificate of Compliance is issued. I voluntarily and without any fear, threats, or promises consent to the inspections referenced above.

I do not consent to have my property inspected by the City of Syracuse **

**Please be advised that the City of Syracuse may make an application for an administrative inspection warrant, which may cause a delay in processing your application for a Rental Registry Certificate/Certificate of Compliance.

PART IV: EXEMPTION REQUEST + AFFIDAVIT - FOR SINGLE + TWO-FAMILY PROPERTIES ONLY

Select the exemption type you are requesting below and sign the affidavit. Please note that limited-liability corporations are not eligible for the owner occupied or family-based exemption. Only owners who are natural persons are eligible to apply for the family-based exemption.

OWNER OCCUPIED
I am the owner of this property and occupy one or both of the units as my primary residence.

FAMILY-BASED EXEMPTION
I am the owner of this property and it is occupied by my immediate family member.

VACANT
This property is currently vacant.

I, _____, state under oath that I am the owner of the property referenced on the previous page. I certify that all the above information is accurate. I state under oath that if the above listed information changes and the property is no longer occupied by myself or an individual(s) who is/are not related to me by blood, marriage, or adoption, I will apply for a rental registry certificate through the Division of Code Enforcement for the City of Syracuse.

SIGNED _____

DATE _____

PRINT NAME _____