

**LANDLORD REGISTRATION FORM
CITY CLERK'S OFFICE
200 E. THIRD STREET JAMESTOWN, NY 14701**

- The filing of this form with the Jamestown City Clerk is required within 30 days from the transferring of property within the City of Jamestown.
- The filing of this form with the Jamestown City Clerk is a requirement of Chapter 215 of the Jamestown City Code. Failure to file a Landlord Registration Form is a violation and may result in further legal action with mandatory court costs.
- This form filing requirement applies to every recorded owner of every property having a residential rental unit or room within the City of Jamestown.
- An owner shall be the recorded owner only.
- The entire form must be completed.
- It shall be the owner's responsibility to provide accurate and up-to-date information to the City Clerk as long as he or she is owner of the property.
- No fee is associated with this registration.

1. Location of the rental unit/s:

Address: _____

2. The number of rental units at this property: _____

3. Owner Information:

The names, **physical addresses required**, P.O. Box & telephone number of all deeded owners of the facility (including all general partners, partnership or stockholder owning 10% or more of stock, if a corporation) are as follows: NOTE: If you give a P.O. Box, you must supply a physical address also: (OFFICE USE ONLY) NOTE: Attach additional information if necessary.

Name/s: _____

Address: _____

Phone: H: _____, W: _____, C: _____

4. **CONTACT PERSON**

If you employ a Contact Person/Licensed Property Manager, a person authorized to show apartments, collect rents, issue receipts therefore, accept notices from a tenant, and accept service of process on behalf of the recorded owner, please provide his/her information:

Licensed Property Manager: _____

Address: _____

Phone: H: _____, W: _____, C: _____

Signature of recorded owner or authorized agent
(Typing also constitutes a legal signature)

Date:

FOR OFFICE USE ONLY: Section-Block Lot: _____-_____-_____