



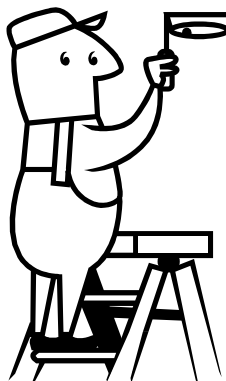
Important Town of Southeast News Enclosed

Look Inside for the Facts about the Town of Southeast's Rental Registration Law

On March 16, 2006, the Southeast Town Board adopted a Rental Registration Law which applies to all rental dwelling units within the Town.

The information in this brochure will explain the Rental Registration Law process. If you have any additional questions, please contact the Town's Code Enforcement Department at 279-8873.

The Rental Registration law was enacted to help ensure the safety of rental units, protect property values and crack down on illegal apartments. Proper maintenance and management of rental housing is critical to maintaining our Town's character and improving the quality of life for all Town of Southeast residents.



FYI:
No Rental Occupancy Permits will be issued unless the rental unit is equipped with functioning smoke detectors in compliance with NYS Uniform Fire Prevention and Building Code.

Q: What types of property does the Rental Registration Law apply to?

A: All rental units in the Town of Southeast, including single-family, condominiums, townhouses, duplex, and multi-family housing. It also extends to rental properties where the owner is still an occupant, such as room rentals and temporary leases.

Q: If I own a rental unit how do I comply with this law?

A: If you own a rental unit the Rental Registration law requires that you obtain a rental occupancy permit from the Town of Southeast Building Department. The permits are valid for two years.

Q: Are there any exemptions to the law?

A: Yes. Rental units occupied by members of the owners' immediate family are exempt and rental units for which you do not collect rent or any other consideration are exempt. However, you must still fill out an application.

Q: How do I get a Rental Occupancy Permit?

A: Applications are available from the Town's Code Enforcement Department (279-8873) and online at www.townofsoutheast-ny.com on the Code Enforcement's webpage.

Q: I already have an Accessory Apartment Permit. Do I still need a Rental Occupancy Permit?

A: Yes. You will not need to resubmit any of the information you already supplied for your Accessory Apartment Permit, such as certificates of occupancy and floor plans.

Q: Are there any fees?

A: Yes. The fees are as follows:

\$75.00 each for the first four rental units in a structure and \$50.00 for each additional rental unit.

Q: What happens after I submit my application?

A: The Town's Code Enforcement Department will review the application and a Code Enforcement Officer will make an on-site inspection of the rental unit(s) before any Rental Occupancy permit is issued.

Q: What do I have to do if the tenants in my rental unit(s) change?

A: You must notify the Code Enforcement Department whenever a new tenant takes up residence in the rental unit. Rental registration forms are available from the Code Enforcement Department and online at the Town's website. No additional fee will be required if you already have an existing valid Rental Occupancy permit.

Q: What will the Town do with all this information?

A: All information collected on the Rental Occupancy applications and Rental Registration forms will be used by Code Enforcement to maintain a rental registry database, which will facilitate communication with landlords in the event of emergencies and improve code enforcement of rental properties. All information gathered through these forms will be kept confidential.

Q: What if I fail to get a Rental Occupancy Permit or don't register when I rent to new tenants?

A: Such failure shall be punishable by a fine of not less than \$250 and not exceeding \$1,000 for conviction of a first offense; not less than \$1,000 nor more than \$3,000 for second offense; and not less than \$2,000 nor more than \$5,000 for each subsequent offense. Conviction of each offense may also be punishable by not more than 15 days imprisonment.

Q: Can my Rental Occupancy permit be revoked?

A: Yes. The Town's Code Enforcement Department can revoke a permit where it is has given the landlord or his agent written notice of a violation of health, safety or building codes or a violation of the Rental Registration law and such violation has not been remedied within 14 business days.

Q: How do I appeal a revocation of my Rental Occupancy permit?

A: You can write to the Town Board requesting an appeal within 30 days of the permit revocation. The Town Board is required to hold a public hearing on the appeal within 30 days of your written request. The Town Board shall make written findings and a decision within 30 days of the public hearing.