



Olean Code Enforcement Office
 Olean Municipal Building, Room 212
 101 E. State St. Olean, New York 14760
 716-376-5683 716-376-5707 (fax)

Landlord Registration Statement

Property Information

At least one form must be filled out and returned to the above address for each qualifying property within the City of Olean.

Address of Property: _____

Is this Property Owner Occupied: _____ **Total Number of Units:** _____ **Total Number of Tenants:** _____

Properties are rented (check all that apply): yearly lease month to month per person per room

other (explain) _____

Use the space below to indicate the number of units, occupants and bedrooms per unit. If the property exceeds six (6) units please provide information of additional units on a separate sheet.

Unit Number	Number Of Occupants	Number Of Bedrooms

Please check here if tenants are allowed to have pets

Landlord and Manager Information

Both Landlord/Owner and Manager/Management Company Information is MANDATORY

Property Owner's Name: _____

Owner's Physical Address (no P.O. Boxes): _____

Owner's Mailing Address: _____

Owner's Home Phone: _____ Business Phone: _____

Owner's Insurance Company: _____ Insurance Phone: _____

Please provide a copy of your insurance policy with this form as provided in §6-80(2)(d) (Liability and Fire Protection).

Applicable:

If property owner lives more than twenty miles outside of the City of Olean, local management company/manager is MANDATORY

Management Company Name: _____

Address: _____

Manager: _____ Manager Phone: _____

Comments

Please provide any comments or feedback (add additional sheets if necessary)

Verification

I swear that all the above information is given true to the best of my knowledge and acknowledge that I have read Chapter 6 Article II, Division 3, Section 6-80, Titled Landlord Registry, of the City of Olean.

Signature of Owner/Designee

Date

Any person who fails to comply with the provisions of this chapter shall be guilty of a violation. Any violation of this division is an offense punishable by a fine not to exceed the sum of \$250. Each week that a violation continues shall constitute a separate offense.