Tax Id #_____

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

Property Owner Information

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, if any, with this form as provided in §6-80(2)(d) (Liability and Fire Protection).

Local Contact Information (If Applicable):

Naming a local contact "Managing Agent" is required pursuant to §6-80(a) & (d) when the property owner resides out of state or greater than 20 miles outside the City of Olean.

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.

Section 6-80 can be found on the City website at the following address:

http://www.cityofolean.org/ofd/codes/landlord_reg.html