

**CITY OF BINGHAMTON**  
**RENTAL REGISTRATION APPLICATION**

Every owner of a Rental Property or Rental Unit(s) is required to register each Rental Property/Unit(s) and pay all fees in accordance with § 265 of the Code of the City of Binghamton, except (i) the Owner of a two-unit dwelling where the Owner occupies one such dwelling unit; (ii) the United States, State of New York, Broome County, or the City of Binghamton; (iii) any Mortgagee in a foreclosure proceeding pending sale, unless such Mortgagee is collecting rents for the Rental Property/Unit(s); or (iv) any property registered as a vacant property pursuant to § 265-14. Incomplete Rental Registration Applications shall not be accepted and will be returned to the Owner by the City Clerk.

**RENTAL PROPERTY INFORMATION**

*A separate Rental Registration Application must be submitted for each Rental Property.*

**Street Address of Rental Property:** \_\_\_\_\_

**Tax Map Identification Number:** \_\_\_\_\_

*Note: For assistance in determining the Tax Map ID Number, please contact the Broome County Office of Real Property Tax Services by telephone at (607) 778-2169, or visit [www.gqbroomecounty.com](http://www.gqbroomecounty.com).*

**Number of Rental Units at this Property:** \_\_\_\_\_

**Number of Bedrooms in each Rental Unit:** \_\_\_\_\_

*Example: "Three units with two bedrooms each".*

**Number of Bathrooms in each Rental Unit:** \_\_\_\_\_

*Example: "Three units with one bathroom each".*

**Permits/Approvals.** Please provide a copy, list or dates of any certificates of occupancy, permits, and/or approvals authorizing the number of Rental Units, bathrooms, bedrooms, and structural modifications or additions at the Rental Property.

\_\_\_\_\_  
\_\_\_\_\_

**OWNER & LOCAL AUTHORIZED REPRESENTATIVE INFORMATION**

*If the Owner is a general or limited partnership, limited liability company, or corporation, please attach the "Rental Registration Corporate Owner" document, outlining the names, home or business addresses, telephone numbers and email addresses of all partners, managers, members or officers. A Local Authorized Representative is a person (or entity) designated by the Owner to manage Rental Property or Rental Unit(s). The Local Authorized Representative may be an Owner or a third party. The Local Authorized Representative shall be authorized to conduct all business related to the Rental Property or Rental Unit(s) and is authorized to accept service of all notices regarding any action or proceeding. Notwithstanding the foregoing, any partner, manager, member, or officer, listed above is authorized to accept service of any notices regarding any action or proceeding.*

**Rental Property/Unit Owner:** \_\_\_\_\_

*Note: The owner name listed on this application must be the same owner name listed on the property deed.*

**Owner Mailing Address:** \_\_\_\_\_

*Note: Post Office box addresses are not acceptable.*

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*Note: If this field is not completed, the application will be considered incomplete.*

**Local Authorized Representative (LAR):** \_\_\_\_\_

**LAR Mailing Address:** \_\_\_\_\_

*Note: The Local Authorized Representative must maintain a home or business address in Broome County or a contiguous county in New York. Post Office box addresses are not acceptable.*

**LAR Telephone Number(s):** \_\_\_\_\_

**LAR Email Address:** \_\_\_\_\_

*Note: If this field is not completed, the application will be considered incomplete.*