



## Owner/Family Occupied ROP Exemption Affidavit

The Albany City Code requires that all rental properties be registered and inspected to certify occupancy. The following is exempted from this requirement:

## **§ 231-131 Registration of rental dwellings required.**

All rental dwelling units shall be registered according to the provisions in this part *except where the agreement governing the rental unit is between individuals related by lineal consanguinity or directly by marriage.*

Persons claiming this exemption must complete the following and return this affidavit to the Department of Buildings & Regulatory Compliance.

STATE OF NEW YORK  
COUNTY OF ALBANY

I, \_\_\_\_\_, certify that I am the legal owner of the property located at \_\_\_\_\_ in the City of Albany.

I meet the above stated exemption because the property is a:

- One family property, my primary residence and I live there.
  - One family property and only family members reside there.
  - Multi-family and I reside in Unit \_\_\_\_\_ (only this unit is exempt).
  - Multi-family and only family members reside in Unit \_\_\_\_\_ (only this unit is exempt).

I understand that if any of the above circumstances change it is my responsibility to register the units as rentals and they will then be subject to inspection and certification.

This affidavit has been completed by me and the information contained herein is correct to the best of my knowledge.

Signature

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me came  
\_\_\_\_\_, to me known to be the person described in and to have  
executed the foregoing instrument.

## Notary Public or Commissioner of Deeds