



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 HENRY JOHNSON BLVD.—SUITE 1 | ALBANY, NY 12210
518.434-5995 | FAX 518.434.6015 | EMAIL: CODES@ALBANYNY.GOV

RENTAL DWELLING REGISTRATION FORM

This form begins the process of registering rental dwelling units on the City's Rental Dwelling Registry. ROP inspections cannot be scheduled until the registration fee of \$50 per unit has been paid. ROPs will be issued once all units have passed an inspection by one of our Code Enforcement Officers.

Email addresses are now required.

GENERAL INFORMATION

RENTAL PROPERTY ADDRESS: _____ ZIP: _____

TOTAL NUMBER OF UNITS AT THE PROPERTY: _____ TOTAL NUMBER OF UNITS TO BE REGISTERED: _____

REGISTRATION FEE: _____ x **\$50** = _____
No. of Units TOTAL FEE (ADD'L FEES MAY BE OWED BEFORE ROP MAY BE ISSUED, SEE BACK FOR DETAILS)
ALL CHECKS SHOULD BE MADE PAYABLE TO THE "CITY OF ALBANY".

CREDIT CARD INFORMATION WE DO NOT ACCEPT AMERICAN EXPRESS

CARD NUMBER: _____ EXP. DATE: _____ CVV# _____

LIST OF UNITS TO BE REGISTERED

PROVIDE A LIST OF THE UNITS TO BE REGISTERED AS THEY ARE NAMED AT THE PROPERTY. THIS IS HOW THEY WILL APPEAR ON THE ROP CERTIFICATE.

OWNER INFORMATION

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

AGENT INFORMATION

IF APPLICABLE, PROVIDE THE CONTACT INFORMATION FOR THE AGENT WHO WILL ACT ON THE OWNER'S BEHALF.

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PRIMARY PHONE: (____) _____ SECONDARY PHONE: (____) _____

EMERGENCY CONTACT INFORMATION — MUST PROVIDE TWO INDIVIDUAL EMERGENCY CONTACTS WHO CAN RESPOND TO THE PROPERTY WITHIN 30 MINUTES. BOTH PRIMARY & SECONDARY ARE REQUIRED AND THE OWNER MAY NOT SERVE AS BOTH. (SEE BACK FOR MORE INFO).

PRIMARY EMERGENCY CONTACT — MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

SECONDARY EMERGENCY CONTACT — MUST BE AN INDIVIDUAL

NAME: _____

PHONE: (____) _____

EMAIL: _____

INSPECTION REQUEST - INDICATE WHEN YOU WOULD LIKE YOUR INSPECTION. A CONFIRMATION EMAIL WILL BE SENT WHEN THE INSPECTION HAS BEEN SCHEDULED. EMAIL MAY COME FROM CODES@ALBANYNY.GOV OR SVC.CSSMTP@TYLERHOST.NET — PLEASE LOOK FOR THESE EMAIL ADDRESSES.

PLEASE GIVE AT LEAST 10 DAYS FOR YOUR REQUESTED DATE TO ALLOW FOR RECEIPT AND FORM PROCESSING

DATE: _____ TIME: ☐ 9AM – 10AM ☐ 10AM – 11AM ☐ 11AM – 12PM ☐ 12PM – 1PM ☐ 1PM – 2PM ☐ 2PM – 3PM
CHOOSE ONLY ONE DATE AND TIME SLOT. APPLICATIONS WITH MULTIPLE SELECTIONS WILL BE RETURNED.

DATE REC'D: _____ REC'D BY: _____

STAFF USE ONLY

ENERGOV NUMBER: _____

SCANNED & SAVED ☐

LET US KNOW IF THERE IS ANY ADDITIONAL INFORMATION YOU HAVE FOR OUR INSPECTOR, IE. WHO WILL BE MEETING INSPECTOR.

By submitting this form, I hereby certify that all statements made herein are true and accurate to the best of my knowledge. I acknowledge that if any information contained herein changes, it is my obligation as the owner of the property to re-file an updated Rental Registry Form with the Department of Buildings & Regulatory Compliance.

Signature_____

Date_____

Rental Dwelling Registry Information

Below you'll find answers to the most commonly asked questions about ROPs. For more information, including complete copies of the applicable City and State Codes, see our ROP Guidebook, available on our website at albanyny.gov.

Registration Renewal. Your rental units will remain registered for twenty-four months after the date your residential occupancy permit has been issued. Re-registration, including a new registration inspection, will be required at the end of that twenty-four month period.

ROP Delivery. An ROP will be emailed the day of a successful ROP inspection. Email may come from **codes@albanyny.gov** or **svc.CSSSMTP@tylerhost.net** - please look for this email addresses.

Checking ROP Status. A list of active ROPs is available on our website at albanyny.gov.

Emergency Contacts - An individual who resides in Albany County or any adjacent county who shall respond either individually or through an agent to the property at all times on 30 minutes' notice in the event of emergencies and who, if not the owner, has the authority to act on the owner's behalf and access all areas of a rental dwelling in the event of such emergencies.

Inspection Scheduling. Our inspectors have any time within the hour to arrive.

Inspection. Depending on the condition of your property, the inspection will last approximately 20 minutes. The inspector will be looking for code violations so we urge you to review the NYS Building Codes prior to your inspection to ensure that you are in compliance. Note, work done to comply with code will often require a building permit.

Inspection Checklist. An ROP inspection is not a top-to-bottom code review of a building but any code violations found must corrected before an ROP may be issued In a standard inspection will look at 1) smoke and carbon monoxide detectors, 2) open means of egress, 3) general cleanliness, 4) unit security, 5) potential structural problems, 6) electric facilities, and 7) running, clean water. Failures in these areas will lead to deeper investigation.

Zoning Compliance & Building Alterations. An ROP inspection does not confirm that a building is in compliance with City zoning rules. An ROP does not make units that have been added illegally and without proper approvals legal and where it is later discovered that an ROP has been issued to an illegal unit, that ROP will be revoked. **If there has been unpermitted work, an ROP inspection does not substitute for the building permit process.**

ROP Fee Exemptions. All residential dwelling units must be registered. However, Albany City Code §231-144(B) provides that

"Owner-occupied rental dwellings containing not more than one rental unit owned by one or more natural persons, all of whom are aged 65 years or older, are exempt" from paying the \$50 fee.

Smoke Detector Location. For typical small residential buildings, smoke detectors are required on the ceiling or wall outside and in the vicinity of each bedroom area, in each bedroom, and on each floor. Smoke detectors are most effective when placed high in a room.

Carbon Monoxide Detector Location. In typical small residential buildings with fuel burning appliances, carbon monoxide detectors must be installed outside and in the vicinity of each bedroom area. Carbon monoxide detectors are most effective when placed low in a room.

Elevators, Sprinklers, Integrated Fire Alarms. For buildings with elevators, sprinklers, and/or integrated fire alarm systems which are required to have regular, mandatory inspections, the most recent copies of those inspection reports must be made available to the inspector at the time of the inspection.

Follow-up Inspections. If code violations are discovered during the first inspection, you will be provided with a list of those violations and what needs to be done to remedy them. Unless they are critical, you will be given 30 days to make the necessary repairs or changes. **No penalties are assessed for violations found in ROP inspections.**

Follow-up Inspection Scheduling. The date of a follow-up inspection may be sooner or later than the standard 30 days. **Requests to extend a follow-up inspection date must be made in writing.**

Follow-up Inspection Fees. The \$50 registration fee covers our initial inspection and one follow-up inspection and must be paid up front. No inspection may be scheduled before the \$50/unit fee has been paid. If violations are discovered after a follow-up inspection, a \$50/unit fee will be charged for each inspection thereafter.

No Show and Late Cancellation Fees. **If no one is at the property to let the inspector perform the inspection at the scheduled time, a \$50/unit no-show fee will be assessed. Cancellations received less than 24 business hours before the schedule inspection time will also incur a \$50/unit fee.**

Abandoned ROPs. If an inspection is attempted but is not able to be performed and no further contact is made with the department or calls to schedule an ROP inspection are not returned, the ROP will be deemed abandoned after three months.