



CITY OF ALBANY
OFFICE OF THE MAYOR
24 EAGLE STREET
ALBANY, NEW YORK 12207
TELEPHONE (518) 434-5100
WWW.ALBANYNY.GOV

KATHY SHEEHAN
MAYOR

June 30, 2022

Re: Changes to Albany Rental Dwelling Registry

Dear Property Owner,

The City of Albany would like to notify you of recent changes to our Rental Dwelling Registry. As you may be aware, all property owners who rent out residential property must register their unit(s) with the City of Albany's Department of Buildings & Regulatory Compliance, except in cases where the landlord and tenant are immediate family members. Upon passing an inspection and paying an administrative fee, property owners receive a Residential Occupancy Permit (ROP), which allows them to lease and collect rent for their residential property.

Registration forms are available on our website and can also be acquired by visiting our offices at 200 Henry Johnson Boulevard.

Please be aware that the following provisions have changed:

1. **The registration period during which the ROP is active for has been reduced from 30 months to 24 months. Registrations that have lapsed more than 45 days will also pay a late fee of \$50.00.**
2. **The ROP must be posted at the property and include the following information:**
 - a. *An emergency contact for the building*
 - b. *A statement regarding tenants' rights against retaliation*
 - c. *Contact information for available tenant services organizations, as determined by the Chief Building Official*

We encourage you to reach out to the Department of Buildings & Regulatory Compliance to register any rental properties you own. Residents may also check the Department's listing of active ROPs on the Department website to see what properties in your neighborhood are actively registered. Residents are encouraged to reach out to the Department to report any unregistered rental properties in your neighborhood.

Below is a summary of existing resources which may be of assistance. Please feel free to reach out to the Department of Buildings & Regulatory Compliance with any questions.

Sincerely,

Kathy M. Sheehan
Mayor, City of Albany