

# Village of Monticello

2 Pleasant Street, Monticello, NY 12701  
(845) 794-6130 (x301/302), FAX (845) 794-2327

## Application for Monticello Rental Permit

Every owner of a rental property shall file with the Building Department of the Village of Monticello the following information:

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

Tax Map Designation Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ (Found on Tax Bill or Deed)

Owner's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number: Day \_\_\_\_\_ Night \_\_\_\_\_

Total Number of Buildings: \_\_\_\_\_ Number of Rental Units: \_\_\_\_\_

If owner does not reside in the Village of Monticello, list name of Management Agency and responsible person who does reside in the Village of Monticello:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The filing of this statement does not confer any rights to rent or use apartments that were not constructed in accordance with the Code of the Village of Monticello, the Building Code of New York State, the Monticello Rental Law or any other applicable ordinances or laws and for which a Certificate of Occupancy has not been issued.

I affirm under penalty of perjury that I am the owner of the above reference building or I am a duly authorized representative of the owner and that the information provided is true to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

.....  
Office Use Only:

APPLICATION FEE: One, Two or Three

Family

# of Bldgs: \_\_\_\_\_ x \$125.00 = \$ \_\_\_\_\_

# of Apts: \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

APPLICATION FEE: All Others

# of Bldgs: \_\_\_\_\_ x \$225.00 = \$ \_\_\_\_\_

# of Apts: \_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_