



**Rental Dwelling Unit  
Registration**  
216 Payne Ave, North  
Tonawanda, NY 14120  
Code Enforcement Office  
(716) 692-2680

Dear Rental Property Owner:

**Notice of Rental Unit Registration Requirement – Reply Required Within 30 Days**

All rental properties within the City of North Tonawanda, New York are required to be registered in accordance with ordinance **51D of the North Tonawanda City Code; Registration of Rental Units**. Owners and lessors, or their respective agents, of rental housing units or multiple dwellings within North Tonawanda, New York, shall, within 30 days from the date of mailing forms (This Notice) by the Code Enforcement Officer, register with the Building Department each rental housing unit or multiple dwelling they own or operate in the City of North Tonawanda. According to this new ordinance, **all owners of rental property in the City of North Tonawanda must register** with the Building Department within 30 days of receipt of this letter. The following fee schedule is associated with the registration application.

**Yearly Fee Per Rental Dwelling Unit**

1-3 Dwelling Units - \$35 per unit  
4 or more Dwelling Units - \$140  
Owner Occupied Units - \$0

Please note the following aspects of the application:

1. **All applicants must provide a copy of their photo identification upon submission of the application.**
2. If you do not occupy the property that you are registering, and you do not reside in Niagara County or a neighboring county (Erie, Genesee, Orleans), you are required to designate a property manager who is authorized to accept notices and legal services. The property manager must reside in Niagara County or one of the adjoining counties (Erie, Genesee, Orleans). Any authorized property manager must also provide a copy of their photo identification with the application.
3. Owner occupied properties do not have to pay a fee to register their property.

Certificates are issued as proof of registration and are valid up to one year or until ownership changes. **Upon the rental dwelling unit registering with the Code Enforcement office, the owner of the rental dwelling unit consents to the inspection of the dwelling unit by the Code Enforcement office or another designated representative.** The Code Enforcement office, or designated representative may make an inspection of the rental dwelling unit to determine whether or not such rental dwelling unit is in substantial compliance with this chapter and the New York State Uniform, Fire Prevention and Building Code.

A failure to register any rental unit or multiple dwelling required to be registered under this article shall be a violation, and any person or entity convicted of such violation shall be punished as follows: upon the first conviction, a fine of not less than \$250, but not exceeding \$500; and upon a second such conviction within a twelve-month period, a fine of not less than \$500, but not exceeding \$2,500. **Failure to register and/or pay a fine within 30 calendar days of the court order imposing the fine shall thereupon become and be a charge and lien upon the real property of the rental housing unit and shall be collected the same as other taxes upon the rental housing unit.**

**Please make your check or money order payable to the City Clerk/Treasurer with the memo of “Rental Unit Registration” and mail the completed form along with your payment to**

City of North Tonawanda, New York  
Code Enforcement Office  
216 Payne Ave  
North Tonawanda, NY 14120

To register online please access <https://us.cloudpermit.com/gov/login> and create an account. Please write down your account information as you will be able to renew your registration through this online service when it expires. After creating an account, you will be able to fill out the registration form, but you will still have to mail in the associated fee. Please see below for exact instructions on how to use the Cloud Permit website to register your property.

Use the link ( <https://us.cloudpermit.com/gov/login> ) to access the website and make an account. Select the button in the top right that says create new application. You will then select New York for the state and North Tonawanda for the municipality. From there you will select create new application under licensing and on the next page you will select rental registration and then click next. You will then type in the address of your rental property and select it when it comes up, then click next and on the next page click finish and create. On the next page it should list the address of your property at the top; you will then scroll down to application forms and click on the rental dwelling unit registration application. Fill out the application in its entirety and then select close forms and go to workspace. You will then be able to upload any required documentation such as your driver's license. After that is complete you will click submit application in the top right corner.

Please note that any application submitted without the proper attachments (Driver's License, etc.) will not be accepted and you will not receive your certificate of registration. Also, your application will only be accepted upon receipt of your payment.

Any questions and/or concerns regarding this new ordinance may be directed to the Rental Ordinance Compliance Officer at (716) 692-2680.



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**Property Owner Information**

Owner's Full Name: \_\_\_\_\_

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

Owner's Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Note: Owner must provide a copy of their photo identification

\*If registering for an LLC please list the information of the principal agent.

**Property Information**

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

Number of Units: \_\_\_\_\_

Type of Units: [Type, e.g., apartments, rooms, etc.] \_\_\_\_\_

Property Management Details (if applicable)

Is the property owner occupied? (Check One) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Does the owner live in Niagara County? (Check One) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Property Type: (Check One) Residential \_\_\_\_\_ Mixed Residential/Commercial \_\_\_\_\_

**Property Manager Details:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Note: Property manager must provide a copy of their photo identification

**Registration Details**

Application Date: \_\_\_\_\_

Registration Type: Initial / Renewal

Certificate Term: [e.g., 1 Year] \_\_\_\_\_

Fee Enclosed: \$ \_\_\_\_\_

Payment Type: \_\_\_\_\_

**Required Documentation**

- Completed Rental Dwelling Unit Registration Application Form
- Proof of Owner's Address and Identification (copy of your driver's license)
- Contact details for the property manager (if applicable)
- Additional information as requested by the Building Department

**Acknowledgment By submitting this application, I acknowledge the following:**

- I have provided accurate and complete information.
- I understand that the registration must be renewed annually.
- I am aware of the penalties for non-compliance and will adhere to all applicable regulations.

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

**Waiver for Owner Occupied Properties**

Owner occupied units are not required to pay a registration fee for their property, but they still are required to register. Please fill out the form below to waive the registration fee for your owner-occupied property.

For the owner occupancy exemption, you must provide proof of residency. You can do this by providing the following documentation (Copies Only):

- Valid New York State Driver's License or Non-Drivers ID
- Bank Statement showing your name and mailing address only (please redact any financial information)

Required Owner Information:

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

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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