

Tax Id # \_\_\_\_\_



**Olean Code Enforcement Office**  
Olean Municipal Building, Room 212  
101 E. State St. Olean, New York 14760  
716-376-5683                      716-376-5707 (fax)

**Landlord Registration Statement**

**Property Information**

At least one form must be filled out and returned to the above address for each qualifying property within the City of Olean.

**Address of Property:** \_\_\_\_\_

**Is this Property Owner Occupied:** \_\_\_\_\_ **Total Number of Units:** \_\_\_\_\_ **Total Number of Tenants:** \_\_\_\_\_

**Properties are rented (check all that apply):**  yearly lease    month to month    per person    per room

**other (explain)** \_\_\_\_\_

Use the space below to indicate the number of units, occupants and bedrooms per unit. If the property exceeds six (6) units please provide information of additional units on a separate sheet.

Unit Number	Number Of Occupants	Number Of Bedrooms

**Please check here if tenants are allowed to have pets**

**Property Owner Information**

Property Owner's Name: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

Physical Address (no P.O. Boxes): \_\_\_\_\_

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

Owner's Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Owner's Insurance Company: \_\_\_\_\_ Insurance Phone: \_\_\_\_\_

*Please provide a copy of your insurance policy, if any, with this form as provided in §6-80(2)(d) (Liability and Fire Protection).*

**Local Contact Information (If Applicable):**

Naming a local contact "Managing Agent" is required pursuant to §6-80(a) & (d) when the property owner resides out of state or greater than 20 miles outside the City of Olean.

Management Company Name: \_\_\_\_\_

Management Company Email: \_\_\_\_\_

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

Manager: \_\_\_\_\_ Manager Phone: \_\_\_\_\_

**Comments**

**Please provide any comments or feedback (add additional sheets if necessary)**

**Verification**

*I swear that all the above information is given true to the best of my knowledge and acknowledge that I have read Chapter 6 Article II, Division 3, Section 6-80, Titled Landlord Registry, of the City of Olean.*

\_\_\_\_\_  
**Signature of Owner/Designee**

\_\_\_\_\_  
**Date**

*Any person who fails to comply with the provisions of this chapter shall be guilty of a violation. Any violation of this division is an offense punishable by a fine not to exceed the sum of \$250. Each week that a violation continues shall constitute a separate offense.*

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