



Inspection Division

101 E. State Street
Olean, NY 14760

Phone 716.376.5683
codes@cityofolean.org

PROPERTY INSPECTION APPLICATION

In accordance with Ch.12, Section 12-53 of the City of Olean Code
www.cityofolean.org/ofd/codes

Date Submitted: _____

Property Unit Address _____ Parcel ID # _____

Payable to the "City of Olean"

\$ 60.00 initial fee per unit, no charge if property fails inspection,

Registration \$ 30.00 for each reinspection thereafter.

Fee: \$ 30.00 for reinspection of unit due to vacancy within 1 year.

\$ 60.00 bank foreclosure inspection.

\$ 60.00 single family ownership transfer.

City Clerk Office use only:

TOTAL FEES DUE \$ _____

Legal Owner(s): Name: _____ Phone: _____

(Deed Holder, Individual, Corporation or Limited Liability Co.) Address: _____

If Corporation or LLC, please list FEIN # _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Authorized Mgr. Agent: Company Name: _____ Phone: _____

Rep. Name: _____

If same as legal Owner-note "Same as above" Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

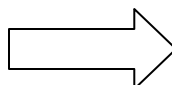
Mortgage Holder: Company Name: _____ Phone: _____

If no mortgage, Please indicate Address: _____

City: _____ State: _____ Zip: _____

ALL SECTIONS MUST BE COMPLETED – FAILURE TO DO SO WILL RESULT IN AN "INCOMPLETE APPLICATION"

PLEASE READ THE CERTIFICATION STATEMENT ON THE BACK OF THIS FORM THEN SIGN AND DATE.



PROPERTY INSPECTION APPLICATION

Inspection Division

101 E. State Street Room 212
Olean, NY 14760
Phone: 716.376.5683
Fax: 716.376.5707

I/We, the undersigned, hereby certify that:

1. The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima facie proof of the statements in any administrative enforcement or court proceeding instituted by the City of Olean against the owner or owners of the dwelling.
2. I/We understand that it is illegal to operate a rental unit, within the City of Olean, without a Rental Occupancy Permit. I/We also understand that failure to comply or provide accurate information will result in legal action and fines not less than \$250.00 and not to exceed \$1,000.00, or to imprisonment not to exceed 15 days, or to both such fine and imprisonment, and each day failure to comply is a separate violation per Chapter 12, Article 85 of the City of Olean Code of Ordinance.
3. I/We understand that it is illegal to occupy a recently purchased residence, within the City of Olean, without a Certificate of Occupancy. I/We also understand that failure to comply or provide accurate information will result in legal action and fines not less than \$250.00 and not to exceed \$1,000.00, or to imprisonment not to exceed 15 days, or to both such fine and imprisonment, and each day failure to comply is a separate violation per Chapter 12, Article 55 of the City of Olean Code of Ordinance.
4. I/We understand by designating an authorized agent, I/We are consenting to service of any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.
5. I/We understand that I/we must contact the Rental Inspection Department if this property is sold or transferred in the registration year.

Print Name: _____ Date: _____

Signature _____

Code Enforcement Office use only:

Code Enforcement Officer Name: _____

Inspection Date: _____ Inspection Time: _____

Certificate of Occupancy Issued Date: _____

Rental Occupancy Permit Issued Date: _____

(Referred to Codes for complaint number/order to remedy)

Date: _____ Complaint # _____

Tenant Information:

Legal Name: _____

Phone Number: _____

Date of Birth: _____

Legal Name: _____

Phone Number: _____

Date of Birth: _____