

Village of Greenwood Lake

Building Department

P.O. BOX 59

Greenwood Lake, NY 10925

845-477-9217

Long Term Rental Registration Application

Initial Landlord registration fee is \$100 per unit, which included the first inspection.

Annual Inspection is \$50 per unit.

Checks payable to The Village of Greenwood Lake.

This form must be filled out completely and submitted to the Building Department with the fee of \$50 per unit. A courtesy checklist is available to assist you for preparation of inspection.

Please use this list so that it will be less likely that a second inspection will be necessary.

A rental permit is not an approval for any zoning, use, or building code requirements, and you must check with the Building Department to determine if any additional approvals are necessary.

A rental permit shall be valid for a period of one year from the date it is issued. At that time, the unit must be inspected before a new permit is issued.

All utilities (Gas, Water and Electric) must be on, including appliances and circuit breakers prior to the inspection. A \$25 reinspection fee will be charged if we need to make a second inspection.

Absentee landlords must designate a resident agent for service of process who resides within the corporate boundaries of Orange County. If that agent's residence should be removed from Orange County during the yearly registration period, another agent must be designated for the duration of that period.

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Rental Property

Please check appropriate items, which apply to your rental:

Type of rental: Seasonal _____ Year Round _____

Rental Property Address: _____

Section: _____ Block _____ Lot _____

Number of Units: _____ Total # of bedrooms: _____ Proof of Septic _____

Owner's Name: _____ Phone # _____

Owner's Mailing Address: _____

Name of Rental Agent: _____ Phone # _____

Rental Agent Mailing Address: _____

Official Use:

Date Rec'd: _____ Cash/Check# _____ Receipt # _____

Date of Passed Inspection: _____ Inspector: _____

