

RENTAL PROPERTY INSPECTION APPLICATION

Code Enforcement Division
19 Pennsylvania Ave
Franklinville, NY 14737
Phone 716.676.3067
Fax 716.676.3446

In accordance with the Village of Franklinville Code
www.villageoffranklinville.org/code-enforcement.html

Date Submitted: _____

Property Unit Address _____ Parcel ID # _____

Payable to the "Village of Franklinville"
\$ 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.

Village Clerk Office use only:

TOTAL FEES DUE \$ _____

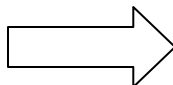
Legal Owner(s): Name: _____ Phone: _____
(Deed Holder, Individual, Corporation or Limited Liability Co.) Address: _____
If Corporation or LLC, please list FEIN # _____
City: _____ State: _____ Zip: _____
E-mail address: _____

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: _____
Address: _____
If no mortgage, Please indicate 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

Village of Franklinville Code Enforcement

19 Pennsylvania Ave

Phone: 716.676.3067

Fax: 716.676.3446

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 fascia proof of the statements in any administrative enforcement or court proceeding instituted by the Village of Franklinville against the owner or owners of the dwelling.
2. I/We understand that it is illegal to operate a rental unit, within the Village of Franklinville, 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 Village of Franklinville code.**
3. I/We understand that it is illegal to occupy a recently purchased residence, within the Village of Franklinville, 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 Village of Franklinville law.**
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 Code Enforcement Office 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: _____

Village of Franklinville

19 Pennsylvania Ave ~ Franklinville, NY 14737

Code Enforcement Department
Rental Inspection Section

Telephone:(716)676-3010
Fax:(716) 676-3446

Rental Housing Inspection Program-Frequently Asked Questions (FAQ'S)

Q: Why was the Rental Inspection Program created?

A: The program was approved in October 2024 by the Board of Trustees . This Local Law will be implemented starting January 1, 2025. Property owners will have until March 31st, 2025 to register. The intent of the program is to proactively identify and inspect blighted and deteriorated housing stock that negatively affects property values and introduces public health and safety challenges to the community. The program will also inspect single family rental properties that are a risk of neglect due to corporate or non-owner occupied status. The program is intended to: maintain community property values, identify vacant properties that may become targets for illegal activities, and ensure rehabilitation and prevention of rental housing that does not meet applicable building and housing codes, Village of Franklinville Code standards, or is not safe to occupy.

Q: What are the fees for the program and why are they necessary?

A: The \$60.00 per unit rental inspection fees are used to compensate for the cost of staff labor and materials related to the inspection of properties.

Q: What am I required to do as a property owner for my rental?

A: Besides ensuring your property is in compliance with Federal, state, county and local codes you must register your rental property with the Code Enforcement Office by submitting the following to the Village of Franklinville: "Landlord Registration Statement", "Rental Property Registration Application" and payment of applicable fees to the Village of Franklinville's clerk office.

Q: What type of Codes does the Rental Inspection Program Enforce?

A: All housing in New York is mandated to abide by the International Codes. This Code established minimum standards for both owner and renter occupied housing units. Additionally, the Village of Franklinville, like most other jurisdictions, also enforces other Federal, state, county and local code adopted by the Municipality which pertains to housing. Some of these Codes include: the Village of Franklinville Code of Ordinances, Village of Franklinville Zoning Code and all International Codes and Supplements as per approval by the New York State Code Council.

Q: How / when will you inspect my property?

A: All properties will need an inspection of the exterior envelope and interior of the unit from a Code Enforcement Officer every three years or at the change of occupancy. If no violations are noted at the initial inspection, the property owner and/or property manager will be issued a "Rental Occupancy Permit" and that no violations were noted. If the property does not meet minimum standards to occupy, a re-inspection at no charge to the owner and/or manager will be scheduled within a reasonable time frame giving the owner and/or manager ample time to remedy the issue(s). Due process protections are followed in the performance of inspections and owners should note that tenants must provide consent for inspections in the absence of a court order.

If a complaint is received regarding your property or a tenant reports substandard conditions at your property outside of the rental inspection process, owners will be notified and normal inspection procedures will occur.

Q: Where can I view the checklist and Local Law?

A: Please see application and a complete checklist on our website
<https://www.villageoffranklinville.org/rental-property-inspections.html>

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Property Inspection Form

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		AM/PM
Property Address	Inspection Date/Time	Inspector
Owner Name & Phone Number	Occupant Name & Phone Number	Last Inspection Date

* Is a **mandatory** pass to receive a Certificate of Inspection **90 days to address the violation

<u>Item</u>	<u>Exterior</u>	<u>Pass</u>	<u>Fail</u>	<u>N/A</u>	<u>Comments</u>
1.	Address numbers visible on blg (4" min) **				
2.	General appearance: Free of trash/litter **				
3.	Sidewalk/driveway: No tripping hazard				
4.	Means of egress free and unobstructed **				
5.	Garbage/Rubbish storage containers **				
6.	Grass & Weeds				
7.	Gutters/Downspouts: Free of holes/leaks				
8.	Roofing Material: No obvious sign of defect **				
9.	Window/Doors: operating, proper hardware **				
10.	Foundation: Maintained/good repair **				
11.	Exterior Structure: Maintained/good repair **				
12.	Handrails: where necessary *				
13.	Accessory Structure				

<u>Item</u>	<u>Interior</u>	<u>Pass</u>	<u>Fail</u>	<u>N/A</u>	<u>Comments</u>
1.	Clean, Safe and Sanitary **				
2.	Floor: Free of tripping hazards & in good cond. *				
3.	Windows/Doors: operating, proper hardware **				
4.	Ceiling/Walls: Free of cracks, breaks, & holes **				
5.	Smoke/CO2 Detectors- fire alarm system *				
6.	Electric Hazard: Cover plates, exposed wires, main panel *				
7.	Mechanical System: HVAC/Hot water heater *				
8.	Sprinkler System: obstructed				
9.	Sinks; Kitchen, bathroom **				
10.	Potable Water Supply *				
11.	Plumbing: Hot & cold water *				
12.	Kitchen: Stove/fridge good working cond. **				
13.	Shower(s), Bathtubs(s), Toilets-in good condition **				
14.	Bathroom: Mech. or natural ventilation **				
15.	GFI outlets within 6' of water				
16.	Handrail(s) *				

Certificate of Inspection Issue Date: _____ **Pass** _____ **Fail** _____ **Reinspection required in** _____ **days**

Code Enforcement Officer

Date