



# VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420  
Telephone (585) 637-5300 · Fax (585) 637-1045  
Website: [www.brockportny.org](http://www.brockportny.org)

*The Victorian Village on the Erie Canal  
Preserve America Community  
Listed on the State and National Registers of Historic Places  
Certified Local Government  
Tree City USA Community  
Erie Canalway Heritage Award of Excellence*

August 8, 2018

## RE: 2018-2019 Residential Rental Registration Application

Dear Property Owner/Agent:

On the reverse of this notice is a Residential Rental Registration Application for the enrollment period of September 15, 2018 through September 15, 2019. Should any information on a Residential Rental Registration Application change during the current enrollment period, an updated statement must be submitted by the property owner within 90 days of such change.

### Please note:

- ❖ One application is required for each of your residential rental properties.  
Make copies or print additional forms as needed. Registration forms are available on the Building & Code Enforcement page of the village website at [www.brockportny.org](http://www.brockportny.org).
- ❖ The fee for property registration (Brockport Village Code Chapter 36-4 F) remains \$125 per building.
- ❖ The registration form and fee are due by September 15, 2018.
  - We accept cash, check/money order payable to Village of Brockport
  - Up to 30 days delinquent: add \$25 penalty per building
  - Over 30 days delinquent: add \$75 penalty per building
  - Over 60 days delinquent: in addition to late penalty, a civil action may be filed with the Justice Court of the Village of Brockport and/or suspension of the Residential Rental Certificate of Occupancy.

As a reminder, all **rental properties must have a valid Residential Rental Certificate of Occupancy**. This requires passing inspection by a Village Code Enforcement Officer and submission of the required fee as set by the Village Board. As stated on your current certificate, it is the responsibility of the property owner to request an inspection 30 days prior to the certificate's expiration. If you need confirmation of when your certificate expires, please contact me.

If you have any questions, please call the Building & Codes Office at (585) 637-5300 ext. 114.

Sincerely,

Katie Brown  
Department Coordinator  
Village of Brockport Building & Code Enforcement