



# 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  
NYS Climate Smart Community  
NYS Clean Energy Community*

August 4, 2022

## RE: 2022-2023 Residential Rental Registration Application

Dear Property Owner/Agent:

The 2022-2023 Residential Rental Registration Application and annual fee is due by September 15, 2022, for **each residential rental property**.

- **Early pay discount, if paid on or before September 1, 2022, the fee is \$100.00.**
- **Between September 2<sup>nd</sup> and September 15<sup>th</sup>, the fee amount is \$125.00.**
- **After September 15<sup>th</sup>, the annual fee of \$125.00 plus the late fee of \$75.00 equals \$200.00 total due.**
- **After October 1<sup>st</sup>, unpaid fees will result in the revocation of the Certificate of Occupancy. A "Not To Be Occupied" notice will be posted on the structure.**

Additional applications can be obtained on the Village website at [www.brockportny.org](http://www.brockportny.org). Click on Forms & Applications, then scroll down and click on 2022-2023 Residential Rental Registration Application.

The Residential Rental Registration Application **must be completed in full** to be accepted.

In addition, all **rental properties must have a valid Certificate of Occupancy**. Certificates expire every three years.

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

Sincerely,

*Theresa Weed*

Theresa Weed  
Building/Codes Coordinator