



VILLAGE OF BROCKPORT

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

The Victorian Village on the Erie Canal

August 2, 2024

RE: 2024-2025 Residential Rental Registration-**NEW REQUIREMENTS**

Dear Property Owner/Agent:

The 2024-2025 Residential Rental Registration Application and annual fee is due by September 15, 2024, for **each residential rental property**. This correspondence is a courtesy not a requirement. Mark the dates in your calendar for next year.

- Annual Renewal Residential Rental Registration fee is **\$125.00**
- **Early pay discount, August 1st - September 1st the fee is \$100.00.**
- After September 15th **the fee is \$200.00**.**
- **New Initial Rental Registration***, Expired C of O or Initial Registration of a Vacant Property - **\$500.00**
- More than 12 units per facility are exempt from the registration fee but must submit registration.

***NEW 2024: A new rental registration, an expired rental registration of 45 days or greater, will require the Initial Rental Registration, with the associated fee. Per the 2024 Village of Brockport code, VACANT properties are considered rentals, and must be registered annually.**

Per Village Code Chapter 18.4.8: Should a certificate of occupancy/ compliance be expired for a period of 45 days or greater for any reason, the re-issuance of the certificate shall be considered an initial issuance and the applicable fee as established by the Village Trustees in the Village of Brockport fee schedule shall apply.

****After November 1st, unpaid fees will result in the revocation of the Certificate of Occupancy. A "Not To Be Occupied" placard will be posted on the structure. No Certificate of Occupancy to be issued until property reinspected. All fees apply.**

NEW 2024- MUST PROVIDE LIABILITY INSURANCE per Village code, Chapter 18.4.2(d) Proof of liability insurance specific to the rental property.

Additional applications can be obtained on the Village website at www.brockportny.org. Click on Forms & Applications, then scroll down and click on 2024-2025 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