



**CITY OF BUFFALO
PERMIT & INSPECTION SERVICES**

OFFICE OF LICENSES



BYRON W. BROWN
Mayor

JAMES COMERFORD, Jr
Commissioner

LODGING HOUSE AGENT APPLICATION

1. **Applicant must appear in person.**
2. **Proof of Residence:** driver's license, voter registration card, or other evidence acceptable by the Commissioner
3. **Attach a notarized statement of the experience of the agent.**
4. **Obtain a Police Check**
 - a. Have the enclosed form completed and stamped at the Buffalo Police Dept, 74 Franklin St.
 - b. If there is a felony, get a disposition from City Court, 50 Delaware Ave.
 - c. If there is any record from another municipality, you must also obtain a record from that township.
5. **TWO (2) Passport Size Photos** (example: from a photo booth or department store)
6. **Submit the License Fee of \$35.00**

Expiration Date: February 1st

Applicant Name _____ **Phone** _____

Applicant Address _____
street city state zip

PROPERTY TO BE MANAGED

Name of Owner _____ **Number of Rooming Units** _____

Address of Lodging House _____
Number , street

<p>Subscribed and sworn before me this _____ day of _____ 20 ____ _____ Commissioner of Deeds in and for the City of Buffalo</p>
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Applicant Signature

Print Name

Date _____