

**CITY OF BUFFALO PROPERTY MANAGEMENT LICENSE APPLICATION**

**Initial Fee/Renewal Fee \$75. All license fees are non-refundable.** The license expires each year on November 30<sup>th</sup>. *Issuance of City of Buffalo Property Manager's License in no way pre-empts any requirements of any State or Federal rules, regulations and/or laws.*

Individuals who engage in the property management of three (3) or more rental units in the City of Buffalo must obtain a Property Management License per City Ordinance Chapter 265. Property Management includes but not limited to  
 • advertising or soliciting of apartments or rental units for rent • tenant review and screening •collecting and/or oversight of rental profits • conducting and/or arranging general repairs and maintenance of residential properties in Buffalo.

**Corporations, LLCs, or partnerships must attach a list of ALL officers, members, and partners with contact information.**

|                   |                 |     |
|-------------------|-----------------|-----|
| Applicant Name    | Applicant phone |     |
| Applicant Address | State           | Zip |
| Business Name     | Business phone  |     |
| Business Address  | State           | Zip |

**NO YES: Answer each of the following questions.**

- A. Have you been found guilty of any crime or offense, criminal or civil?
- B. Is there a criminal or civil charge pending against you?
- C. Are there existing and/or pending City of Buffalo Housing Court proceedings against properties you own/owned and/or manage/managed in the City of Buffalo?
- D. Is there an open claim against you or your company left unsatisfied?
- E. Do you have employees?
- F. Will you be performing general repairs and maintenance of properties in the City of Buffalo?
- G. Will you be performing landscape/snow removal services?

**Attach Supporting Documentation with application**

1. Government-issued Identification Card of applicant
2. Utility bill of the applicants(s) home address
3. Police background check obtained at Buffalo Police Department Headquarters 68 Court St.
4. General Liability Insurance in Certificate form with **City of Buffalo 301 City Hall Buffalo NY 14202** as certificate holder
5. If you answered YES to E, submit Workers' Compensation Insurance, **City of Buffalo 301 City Hall Buffalo NY 14202** must be certificate holder. Acceptable forms of proof of Workers' Compensation Insurance: **C105.2, U-26.3, SI-12, GSI-105.2.** Contact your insurance carrier to obtain one of these forms.
6. If you answered NO to E, Certificate of Attestation of Exemption from NYS Workers' Compensation Coverage (CE-200). This form is obtained online at <http://www.wcb.ny.gov>.
7. If you are requesting a waiver of the City of Buffalo License fee attach copy of one the following licenses: New York State Real Broker, New York State Associate Real Estate Broker, or Real Estate Salespersons.
8. Provide a list of properties you or your company will be managing in the City of Buffalo. Include Property address, Total Number of Units per property, and Property Owner (whether owned by an individual or a corporation). Update this list with our Office each time you add or remove properties.
9. Proof of RRP Lead Based Paint Certification
10. **COMMON COUNCIL REQUIRED**

Signature: \_\_\_\_\_ Date \_\_\_\_\_.

**NOTE: False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.**

SWORN BEFORE ME THIS

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Commissioner of deeds or notary public

|   |
|---|
| Mail application with fee and supporting documentation to:<br>Office of Licenses<br>65 Niagara Square Room 301<br>Buffalo, NY 14202<br>For questions, please call 716.851.4078 / 716.851.6583 |
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**CITY OF BUFFALO**  
**PERMIT & INSPECTION SERVICES**  
**OFFICE OF LICENSES**

BYRON W. BROWN  
 Mayor

JAMES COMERFORD, Jr.  
 Commissioner

**HOUSING COURT VIOLATION LICENSE APPLICATION AFFIDAVIT**

I, \_\_\_\_\_ have submitted a License Application(s)  
 (print applicant name)

with the City of Buffalo's Office of Licenses at: \_\_\_\_\_  
 (business location)

I am applying for the following license types: \_\_\_\_\_.

By signing this affidavit, I do hereby attest to the fact that neither I nor any partners and/or corporate officers of this business entity have any existing and/or pending City of Buffalo Housing Court proceedings against the property listed above nor any other properties owned in the City of Buffalo. I further understand that if, or any reason, the Office of Licenses finds this information to be inaccurate; that the City of Buffalo reserves the right to deny the issuance of any and all City of Buffalo Licenses requested to operate this business entity.

**NEW LICENSE APPLICATION AFFIDAVIT**

I am aware that it is a violation of city ordinances to operate my business establishment without all required licenses, and that I must not open and/or operate my business establishment until said time that all the required licenses have been issued. I further understand, that if for any reason, the Office of Licenses deems my business establishment to have been open and/or operated prior to the issuance of all required city licenses, that this shall constitute a violation of city ordinances and said violation shall be cause to deny the issuance of any and all city licenses required to operate my business establishment.

Subscribed and sworn before me this  
 \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
 Applicant Signature

Date \_\_\_\_\_

\_\_\_\_\_  
 Commissioner of Deeds in and for the City of Buffalo

\*\*\*\*\*If you are mailing this application it must be notarized\*\*\*\*\*.