

## Registration is only required for non-owner occupied one- and two- family homes.

On July 6, 2004 an Ordinance under Chapter 264 – Licensing of Rental Housing Business – was passed unanimously by the Common Council and went into effect.

The information in this brochure will explain the Rental Dwelling Unit Registration Program process. If you have any additional questions, please contact the Program Director, Sam Fanara at 851-6538 or Mike Donovan at 851-4267.

*Q: What is the Rental Registry?*

**A:** The Rental Registry will consist of a database containing relevant information regarding all non-owner occupied one- and two- family rental dwellings in the City of Buffalo. The data collected for this registry will include the name and address of the owner and telephone numbers where the owner, or agent for the owner, can be reached at all times.

*Q: Why a Registry?*

**A:** An improvement in safety and habitability for Buffalo rental housing is the governing purpose of the Registry. It will provide the first

citywide system for identifying rental housing, identifying safety issues in rental properties and lay the foundation for a system of code enforcement in rental properties.

*Q: What are the landlord benefits?*

**A:** 1) The protection of the character and stability of residential areas and preservation of the value of land and buildings throughout the City, and 2) force tenants to be accountable for issues such as respecting the occupancy limit and lawful use of the dwelling, maintaining sanitary conditions and keeping pets in an appropriate manner and under control.

*Q: Are there any fees?*

**A:** Yes.

The fees are as follows –

Non-owner occupied:

Single \$471{get

Two Unit \$50/year

*Q: When are the fees due?*

**A:** The Rental Registry year is January 1<sup>st</sup> to December 31<sup>st</sup>. Registration is renewable annually. Bills will be sent in January and will be payable within 30 days.

*Q: Are the Certificates transferable?*

**A:** Registration certificates are valid for one year and are transferable to any person who has acquired ownership of a registered building for the unexpired portion of the one-year term for which it was issued, provided that an application to transfer such certificate is filed with the Commissioner within 30 days of the title transfer.

*Q: What will the fees collected be used for?*

**A:** The fees collected by this registration program will be used by the City to process the applications, maintain a database, issue the Certificates and pay for partial reimbursement of Code Enforcement Services for rental property.

*Q: What if I fail to register my property?*

**A:** If application and payment are not received within 30 days, fees will be doubled. Failure to comply shall be punishable by a penalty of not more than \$1,500 or by imprisonment for not more than 15 days, or by both for each offense. Failure to register will also automatically trigger an inspection and will result in issuance of an *Order to Vacate* the occupants of the dwelling.

*Q: What else will trigger an inspection of the property?*

**A:** Any of the following will also result in an inspection being performed:

- a) Complaint received
- b) The registration certificate being revoked
- c) The property has been found to be abandoned
- d) The property owner has unpaid taxes or user fees
- e) The property has excessive exterior violations

*Q. What happens when I receive my bill?*

**A.** Bills will be mailed out in January and will be payable within 30 days. Payment can be made in person or by mail, or you may also register and pay online by visiting our website: [www.city-buffalo.com](http://www.city-buffalo.com) and following the *Rental Registry* link.

*Q: Will there be inspection fees?*

**A:** The initial inspection and the first re-inspection are free. Any and all subsequent inspections to assure compliance shall cost \$75.00 per inspection.



**FYI :**  
Property owners are required to sign an affidavit certifying that their property has fully functioning smoke detectors.

*Q: Where should I place smoke detectors?*

**A:** Since the primary job of a smoke detector is to awaken sleeping persons and warn them of urgent danger, a detector must be placed in each sleeping room & in the hallway by the bedrooms within 5 feet of the door to these rooms. In addition, there must be a detector on each level of the dwelling, including the basement.

