



Rosanna Sfraga  
Town Clerk

TOWN CLERK  
**TOWN OF ORANGETOWN**  
TOWN HALL  
26 ORANGEBURG ROAD  
ORANGEBURG, NY 10962

TEL: (845) 359-5100  
FAX: (845) 359-5126  
townclerk@orangetown.com

## LANDLORD REGISTRY FORM REGISTRATION of OWNERSHIP RENTAL PROPERTY

Please complete this form and return it along with your check made payable to: Town of Orangetown. Every owner of a Rental Property is required to register with the Town Clerk's Office and shall pay a biennial registration fee as follows:

**REGISTRATION FEE:** Buildings having 1 to 4 Units are \$20.00 per Rental Unit.

Buildings having 5 to 20 Rental Units - the above fee applies (1-4 = \$80) **PLUS** \$10.00 per each additional unit over 5-20. (For example: 8 units would cost \$80 + 40 = \$120.00)

Buildings having more than 21 Rental Units - the above fees apply (1-4 = \$80) **PLUS** (5-20 = \$160) **PLUS** \$5.00 per each additional unit over 21 units. (For example: 30 units would cost \$80 + 160 + 50 = \$290.00)

### \*\* COMPLETE OWNER'S INFORMATION & RENTAL LOCATION BELOW \*\*

Section / Block / Lot	
Address of your Rental	
Number of Units Rented	
Property Owner(s) Name(s)	
Property Owner(s) Mailing Address	
Property Owner(s) Address	
Property Owner(s) Main Phone Number	
Property Owner(s) Cell Phone Number	
Property Owner(s) E-Mail	

APPLICANTS NAME (PRINT) \_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_

Total Number of Units Paid: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

**\*\*Please make check payable to: Town of Orangetown and return form with your check to the above address.**

OFFICIAL USE: DATE: \_\_\_\_\_ # OF UNITS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

☐ CHECK#: \_\_\_\_\_ ☐ CASH ☐ CREDIT CARD \$ \_\_\_\_\_ INITIALS: \_\_\_\_\_  
(Includes convenience fee)