



OFFICE OF THE MAYOR 518.270.4401

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Landlord Registry FAQ's

Why do I have to fill out his form?

At the October City Council meeting the Troy City Council passed legislation requiring all landlords to fill out a Landlord Registration Form. The Law as passed is attached to the back of the form. To download a copy of the registration form please visit www.troyny.gov

Do I need to send any money with the form?

Provided that you return the form by May 4th, 2009, you do not have to send in any money After May 4th, 2009, you will be charged \$150, with additional \$75 fines for each 60 days the form is late thereafter. If these fees are not paid they will be levied onto your tax bill.

Do I need to send in my whole insurance policy?

You need to fill out the insurance information section with the policy and phone number of the insurance company. However, you do not need to send in the entire policy.

What if I do not rent out any apartments?

If you have a multi-unit home and you do not rent any of the units, please fill out the appropriate information and note the units are vacant.

I am an owner occupant; do I need to fill out this form?

Yes. The law passed by the City Council asks for a sworn affidavit proving home ownership. You will accomplish this task by checking the owner occupied slot and returning the form by May 4th, 2009.

I live more than 20 miles outside of the City of Troy, do I need to hire a property manager?

According to the law, any property owner that lives more than 20 miles outside of the City of Troy must name a property manager that resides or works within 20 miles of the city limits. It is your choice whether you hire someone, or appoint someone to the position. Please make sure that the managing agent is aware he/she will be called upon by the City in case of an emergency.

Do I need to alert the City every time a tenant moves?

You must alert the City when significant changes are made to the building. A change in units, or number of bedroom would be deemed a significant change.

City Hall, One Monument Square, Troy, New York 12180

What will happen if I don't return the form?

Those required to register with the City of Troy and refuse face penalties up to \$500 and/or 15 days imprisonment.

Where do I return the completed form?

Please send the completed form to:

Bureau of Code Enforcement

C/O Landlord Registry

1776 Sixth Avenue

Troy NY 12180

Who do I contact with any questions?

The Bureau of Code Enforcement should be able to answer any questions you may have. Please contact Colleen Bessette at 518-270-4584. You may also e-mail your questions to colleen.bessette@troyny.gov.

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