

DEAR PROPERTY OWNER: Please complete form in ink. Please print. Please be sure to complete the entire form. Please return the form to the Code Enforcement Office, 258 Main Street, Oneonta, NY 13820.

Property Use Certification

Property Address: _____
1 property per form

Tax Map Number: _____

Transfer Date: _____

PART I

OWNER(S):

Person's Name: _____

Business Name: _____

Home Address: _____
If applicable

Street _____

City _____ State _____ Zip _____

Mailing Address: _____

Street _____

City _____ State _____ Zip _____

Phone: _____

Area Code _____ Extension _____

Email Address: _____

Please note that the person above will be receiving all correspondence from this office.

Person's Name: _____

Phone: _____

Area Code _____ Extension _____

Email Address: _____

Person's Name: _____

Phone: _____

Area Code _____ Extension _____

Email Address: _____

PART II

OWNER'S SIGNATURE

DATE

PART III

Is there any residential use at this property? Yes _____ No _____

IF NO GO TO PART IV

- 1. Is this property a rental property? Yes _____ No _____
- 2. Is this property owner occupied? Yes _____ No _____
- 3. Is this entire property vacant? Yes _____ No _____
- 4. Number of dwelling units in the building: _____
(Including owner occupied units)
- 5. Number of kitchens / kitchenettes in building: _____
- 6. Number of stories occupied in whole or in part as living space: _____
(Do not include attics or cellars used exclusively for utility purposes or not used at all)
- 7. Check if used in whole or in part as living space:
Attic _____ Cellar _____ Neither _____
- 8. Number of people residing in each of the dwelling units:

| | | | | | | | | | |
|---|----|----|----|----|----|----|----|----|----|
| Dwelling Unit: | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | #9 |
| # Of Unrelated Individuals: | | | | | | | | | |
| S ingle, C ouple, F amily or V acant: | | | | | | | | | |

PART IV

Is there any commercial use at this property? Yes _____ No _____

IF NO GO TO PART V

- 1. Is this entire property vacant? Yes _____ No _____
- 2. Number of businesses in the building: _____
- 3. Briefly describe the nature of the commercial uses occurring on the premises:

PART V

Are there any other uses at this property? Yes _____ No _____

- 1. Is this a vacant lot? Yes _____ No _____
- 2. Is the entire property a parking lot? Yes _____ No _____
- 3. Briefly describe the nature of any other uses on the property:

PLEASE NOTE

§ 86-20 A and § 158-58 A of the Code of the City of Oneonta require that owners and lessors of residential premises, nonresidential premises and vacant premises to file a registration form with the City. This registration form must be submitted to the Code Enforcement Office within 90 days of the date of the City mailing the registration form to the owner or lessor.