



Village of Monroe Building Department

7 Stage Road, Monroe, NY 10950

(845) 782-8341 x131

(845) 782-8607 fax

RENTAL PROPERTY PROCEDURAL CHANGES.

Dear Property Owner:

Due to COVID-19 we are instituting some changes to our rental inspection procedures. Instead of in person inspections we are asking all property owners to provide a photo of each room within each apartment. Please include the smoke detectors in the photo when applicable. In addition, we are also requiring a Smoke Detector Affidavit to be submitted with each renewal.

Please email your photos to building@villageofmonroe.org or text them to **845-629-4162**. Please include the property address in your email/text, and if there are multiple apartments at one address, please indicate which apartment the photos relate to. A video is also acceptable. We are also available to do facetime inspections as an option. If you prefer a facetime inspection please call the office to schedule an appointment.

Attached is a Rental Renewal Application form and Smoke Detector Affidavit form. Please complete same and return to the Village of Monroe along with the appropriate fee of \$25.00 per rental unit. Please note that a separate application must be completed for each rental unit. Please mail your paperwork and fee to the address above; or drop off in the drop box on the front of Village Hall.

Thank you for your understanding,

Village of Monroe Building Department

STATE OF NEW YORK
AFFIDAVIT FOR COMPLIANCE

State of New York:

County of Orange:

- (1) (I) (We) are the Grantor(s) of the property described herein, and attest that the property has on its premises an installed operable single station smoke and carbon monoxide detectors.
- (2) (We) certify that this house (does) ___ (does not) ___ have a finished basement.
- (3) (I) (We) certify that this house (does) ___ (does not) ___ have a finished attic.
- (4) The property is a (one) ___ (two) ___ family dwelling located at:

Property Address: _____

Section _____ Block _____ Lot _____

Property Owner Name: _____
(please print or type full names of record)

Property Owner Address: _____

(We) make this affidavit in accordance with N.Y.C.R.R. Title 9B 1193.2

Grantor

Grantor

Sworn to before me this _____ day of _____ 20

Notary Public

(notary stamp)

Rental Permit Renewal Application
A separate form must be completed for each unit

Rental Property Address: _____

Apartment or Unit # _____ Number of Occupants: _____

Tenant Name _____

Owners Name: _____ Phone# _____

Owners Address: _____

City: _____ State: _____ Zip Code: _____

Owner EMAIL: _____

Rental Agent: _____ Phone# _____

Rental Agent Address: _____

Rental Agent EMAIL: _____

IT IS THE OWNER'S RESPONSIBILITY TO CONTACT THE
BUILDING DEPARTMENT TO SCHEDULE AN INSPECTION
(845)782-8341 Ext 131

SIGNATURE: _____

Owner or Designated Agent

A fee of \$ 25.00 per rental unit is required. Please make checks payable to Village of Monroe

Mail to: Village of Monroe
Attn: Building Dept.
7 Stage Road
Monroe, NY 10950

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Official use: Date Rec'd _____ **Check #** _____ **SBL:** _____

Permit #: _____

CHECKLIST FOR PROPERTY INSPECTION

1. Make sure all walkways are in good condition, not broken, or lifted as it causes a tripping hazard.
2. All interior/exterior stairs to be in good condition. All stairs must have handrails and proper lighting.
3. All roofs to be in good condition.
4. Gutters and leaders in good condition.
5. Paint to be in good condition.
6. House numbers required on street side of all buildings, 4 inches in height, to be posted near main entrance and be retro-reflective.
7. Plumbing and waste lines must not be leaking and in good condition.
8. If you have a sump pump it must drain to the outside and cannot be connected to the sewer system.
9. Owners to provide garbage receptacles with lids and tenants are required to maintain sanitary condition.
10. Electrical extension cords not permitted for permanent wiring.
11. All overgrowth must be cut back and cleaned up.
12. No unregistered, junk vehicles or car parts stored on property.
13. No broken window glass.
14. Smoke detectors are required at the ceiling level in all sleeping areas, immediately adjacent to all sleeping areas and one on each floor including basement.
15. Carbon Monoxide detectors are required in all residential dwellings at the lowest floor level containing sleeping areas, where there is an attached garage or heating appliance other than electric on that floor.
16. Fire extinguishers are required in multi-family dwellings, Fire extinguishers can be placed within the dwelling or common areas accessible to occupants. (Min of 5 pound ABC dry chemical).
17. Fire doors and fire rated construction shall be maintained as intended.
18. It is the responsibility of the owner of the property to notify the Building Inspector if the fire protection system becomes impaired.
19. Heat shall be maintained to a minimum of 68 degrees between September 15 and May 31 .
20. Lighting shall be provided in all exit ways, including the exterior and utility rooms, including basements.
21. All bedrooms are required to be a minimum of 70 square feet in area with no dimension less than 7 feet, including ceiling dimension.
22. Each habitable room shall have a window or door that can be opened from the inside and leading directly outdoors. Egress doors, including windows shall not be equipped with prohibited locks and shall
23. Access to bedrooms shall not be through other bedrooms.
24. Bathrooms shall be properly ventilated by natural or mechanical means.
25. Bathrooms shall be equipped with GFCI protected receptacle.

This is a guide for your convenience