



## *Village of Monroe Building Department*

7 Stage Road, Monroe, NY 10950

(845) 782-8341 x131

(845) 782-8607 fax

### RENTAL REGISTRATION AND PERMIT INSTRUCTIONS:

PROPERTY ADDRESS: \_\_\_\_\_

Dear Rental Property Owner:

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.

In order to complete the inspection process, we are asking all property owners to provide a photo of each room within each apartment. Please include the entire room in the photo. Videos are also acceptable.

Please either email your photos to [building@villageofmonroe.org](mailto: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.

We are also available for facetime inspections as an option. If you prefer a facetime inspection please call the office to schedule an appointment.

Thank you for your understanding,

*Village of Monroe Building Department*

**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