

**PROPERTY REGISTRATION FORM**  
**For Year Beginning January 1, 2013**  
(Please Print)

**Part 1 - PROPERTY AND OWNER INFORMATION**

Property Address: \_\_\_\_\_

Number of Actual Dwelling Units: \_\_\_\_\_ Is the property presently occupied: yes / no

Property Owners' names: \_\_\_\_\_

Property Owners' Home Phone numbers: \_\_\_\_\_

Property Owner's 24 Hour Emergency Phone Numbers if Different: \_\_\_\_\_

Property Owners' Dates of Birth: \_\_\_\_\_

Property Owners' Street Addresses: \_\_\_\_\_  
(No P.O. Boxes)  
\_\_\_\_\_  
\_\_\_\_\_

**Part 2 - If none of the Owners reside in the City of Peekskill Please provide the following information**

**RESPONSIBLE PERSON, PROPERTY MANAGER OR AGENT FOR SERVICE OF PROCESS WHO  
RESIDES OR MAINTAINS A PLACE OF BUSINESS IN THE CITY OF PEEKSKILL**

Name: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

24 Hour Emergency Phone Numbers: \_\_\_\_\_

Dates of Birth: \_\_\_\_\_

Street Addresses: \_\_\_\_\_  
(No P.O. Boxes)  
\_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_, Owner(s)

Dated: \_\_\_\_\_

**Part 3 - If none of the Owners reside in the City of Peekskill Please execute the following waiver**

**Waiver of Personal Service;**

I \_\_\_\_\_ (property owners)  
Hereby waive(s) service of process by personal service for any and all violations cited regarding the subject property, hereby agree(s) to accept service of process by certified mail, return receipt requested, and agree(s) to submit to the jurisdiction of the Peekskill City Court for all such violations.

Please return completed form to:

City of Peekskill

840 Main Street

Peekskill, N.Y. 10566

Attn: Building Department

(914) 734-4140

(Owners' signatures)

Dated:

**PLEASE TAKE NOTICE OF A LAW WHICH MAY AFFECT YOU.**

**Section 435-2 Applicability**

The provisions of this Chapter shall be applicable to all residential properties within the City of Peekskill other than one, two, or three-family residential owner occupied properties.

**Section 435-3 Registration of properties**

On or before January 1 of each year, commencing January 1, 2010, every owner of property to which this law applies and, where applicable, property manager who manages property in the City of Peekskill to which this law applies, shall file with the Building Department, in duplicate, on a form to be provided by the Building Department, a statement showing the following:

1. The complete name, street address and mailing address if different, telephone number, date of birth and twenty-four-hour emergency telephone number(s) if different, of the property owner or employee(s) of the property owner; and
2. If applicable, the complete name, street address and mailing address if different, telephone number and, twenty-four-hour emergency telephone number(s) if different, of the responsible property manager or employee(s) of the property manager; and
3. The name, address, phone number and relationship to the property of the person completing the form, if other than the owner, in which case the registration must be approved by the owner in writing; and
4. Whether the building is vacant or occupied.
5. The number of dwelling units in the property.

Said statement shall be kept on file in the Building Department, a copy shall be provided to the Police Department, police dispatchers, fire alarm dispatchers, and the Department of City Services and shall be available on file for other City departments' access and review as needed.

In the event that the owner does not reside or maintain a place of business within the City of Peekskill, then the said registration shall also provide a designation of a person or managing agent who does reside or maintain a place of business within the City of Peekskill who is authorized to accept service of process on behalf of such owner, or in the alternative, a waiver of personal service of process and acceptance of such service by certified mail.

**Section 435-4 Changes in status**

It shall further be the responsibility of the property owner or property manager, if approved by the owner in writing, to report a change in ownership of the property (ies), or property manager within two weeks of the change in status of the property; and update the statement required by this section within 30 days of a change in any of the information contained therein.

**Section 435-6 Penalty for violations**

Any person who provides inaccurate information required by this section, and any property owner or property manager who fails to register, reregister or otherwise comply with the provisions of this section shall, upon conviction, be punished by a fine, for a first offense, of not less than \$250 dollars nor more than \$1,000 dollars; and for a second offense, a fine of \$2,500; and for a third or subsequent offense, a fine of \$5,000.