

Appendix B section5:

Landlord License Required; Application;

The owner of three (3) or more rental units shall obtain an annual Landlord License from the Town of Lyons, the initial license of which shall be obtained within ninety (90) days of the date of passage of this local law. New landlords shall obtain a Landlord License within thirty (30) days of obtaining title to the rental unit(s).

Each owner of a rental unit shall file a Landlord License application and submit a Landlord License application fee to the Town Clerk. All Landlord License applications shall be submitted to the clerk on approved forms. Upon receipt of a Landlord License application, the Town Clerk shall forward such form(s) or information to the Code Enforcement Officer for his or her review, in accordance with this Appendix. The Landlord License Application shall require the owner to give the following information:

Total number of dwelling units: \_\_\_\_\_ Fee: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

If the owner is an LLC or similar entity provide name of Principal:

Address: number and Street: \_\_\_\_\_

City/Town/Village \_\_\_\_\_ State \_\_\_\_\_

zip \_\_\_\_\_ Phone \_\_\_\_\_

If address is a P.O. or Professional Office, Please provide physical residence of principal for purposes of serving process.

B4 Designation of Agent; Posting of Notice.

Any owner of three (3) or more rental units in the Town of Lyons who is not a full-time resident of the Town of Lyons or resides within a 20 mile radius of the Town of Lyons, shall file with the Code Enforcement Officer:

A statement of designation, signed and notarized, setting forth the name and address, by street and number within the Town of Lyons or a 20 mile radius of the Town of Lyons, of an agent upon whom process may be served in any action or proceeding which may be commenced or instituted against said owner. The designated agent shall be the agent of the owner for services of process and receiving of notices and demands, as well as for performing the obligations of the owner under statutory law or code and under rental agreements with occupants. If an agent is designated, then the Town is not required to provide separate notice to the owner. Any changes in agency shall be reported to the Town with-in 5 business days.

Every owner of a building located within the Town of Lyons shall post, and keep posted, in a conspicuous place in the common area of said building, a notice, at least six by eight (6x8) inches in size, setting forth the name, address and telephone number of the owner, or designated agent. Exception: One- and two-family dwellings, and owner-occupied multiple dwellings, such notice need not be posted.

**Designation of Agent:**

**Agent name:** \_\_\_\_\_

**Agent Physical Address:** \_\_\_\_\_

\_\_\_\_\_

**Agent Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Agent Phone Home** \_\_\_\_\_ **cell** \_\_\_\_\_

**Name of owner or principal**

\_\_\_\_\_

Designates as agent, for purposes of receipt of process, receiving of orders and demands, appearance in court, payment of fees and or fines and any other obligations as may be necessary to be made in lieu of the physical presence of myself.

Any changes in agency shall be reported to the Town with-in 5 business days.

**Signature of owner or principal** \_\_\_\_\_

**Date** \_\_\_\_\_

**Jurat:**

**State of** \_\_\_\_\_ )

)ss.:

**County of** \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature(s) on the instrument, the individual, executed the instrument.

\_\_\_\_\_ **Notary Public**

**affix stamp**

**B7 Insurance.** All owners required to obtain a Landlord License shall be required to obtain a minimum of fifty thousand dollars (\$50,000) in general liability insurance and hazard and casualty insurance in an amount sufficient to either restore or remove the building in the event of fire or other casualty. Further, in the event of any fire or loss covered by such insurance, it shall be the obligation of the owner to use such insurance proceeds to cause the restoration or demolition or other repair of the property in adherence to applicable laws, codes and

**Insurance Information:**

**Please provide separate insurance information for each property location**

**Property address:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_

**Agent:** \_\_\_\_\_

**Agent phone:** \_\_\_\_\_

**Loss payee** \_\_\_\_\_

**Please provide certificate of Insurance to Code Enforcement Office**

**Attachment: 1 per dwelling unit**

**Please provide a separate sheet for each rental unit:**

**Address of Property:** \_\_\_\_\_

**Tax Map Number** \_\_\_\_\_

**Apartment or Unit designation ( ie: 1, 2 up, down)** \_\_\_\_\_

**Number of bedrooms** \_\_\_\_\_ **number of bathrooms** \_\_\_\_\_

**Floor plan with room dimensions:**

**Attachment: 1 per dwelling unit**

**Please provide a separate sheet for each rental unit:**

**Address of Property:** \_\_\_\_\_

**Tax Map Number** \_\_\_\_\_

**Apartment or Unit designation ( ie: 1, 2 up, down)** \_\_\_\_\_

**Number of bedrooms** \_\_\_\_\_ **number of bathrooms** \_\_\_\_\_

**Floor plan with room dimensions:**

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**Floor plan with room dimensions:**