

On July 15, 2008 an Ordinance, known as Chapter 58, Article III, The Rental Property Registry for the Village of Cobleskill, took effect, having been adopted and filed with the State of New York. The Ordinance, which provides for the Occupancy/ Residential Occupancy Permit, applies to all commercial and residential units within a building.

The information in this brochure will explain both the Rental Registry requirements and the Residential Occupancy Permit (ROP) processes. If you have any questions, please call the Planning Environment and Codes (PEC) Department at 518-234-4661.

Q: What is the Rental Dwelling Registry?

A: The Rental Dwelling Registry is a list of all rental dwellings in the Village of Cobleskill.

The information compiled for this Registry will include the Owner's name and address, the location of the registered property, the number of rental units. It will also include a telephone number where the Owner or the Owner's designated Agent may be reached at all times.

Q: Are there exemptions to the Registry?

A: No. Everyone who owns residential rental property or commercial rental property must register. Get a Registration Form from

**Village Planning Environment & Codes
378 Mineral Springs Rd, Suite 5
Cobleskill, NY 12043
Phone 518-234-4661
FAX 518-234-2487**

Q: Are there any fees?

A: No.

Q: What if the property is sold?

A: The new Owner of the registered dwelling shall re-register the dwelling within sixty days of assuming ownership.

Q: What if there is a change in the registry information?

A: The Owner of the registered dwelling shall re-register within thirty days after any change in registration information.

Q: What if I fail to register my property?

A: Penalties will be imposed for failure to provide accurate information or failure to provide any requested information. Those penalties are detailed under Chapter 58, § 58-15, Violations and Penalties.

Q: How long are the Registry and Residential Occupancy Permit valid?

A: The Registry and Residential Occupancy Permit will be valid for twelve months.

Q: Will my rental need to be inspected?

A: Yes, but not for Registry.

Q: What inspections will be conducted?

A: Fire and Property Maintenance inspections will be conducted, as prescribed under the New York State Uniform Fire Prevention and Building Code.

Q: What if a new tenant finds violations?

A: The PEC Department will still address all complaints of violations.

Q: How will I know when an inspection will be conducted?

A: The Owner or the Owner's designated Agent will be contacted by mail or by telephone to schedule an appointment for the inspection.

Q: Will I need to be present during the inspection?

A: Yes. The Owner or the Owner's designated Agent must be present during the inspection.

Q: What if the inspection reveals Code violations?

A: A Notice of Violation, outlining necessary corrective actions and the allowed time for corrections, will be sent to the Owner or the Owner's designated Agent.

More Questions?

**Please call
Planning
Environment
and Codes at
518-234-4661.**

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FAX 518-234-2487

Mike Piccolo
Code Enforcement Official
Email pecceo@midtel.net

Rental Property Registry

Village of Cobleskill



"A Good Place to Live"

Michael Sellers
Mayor

An informational brochure for
property owners and citizens of the
Village of Cobleskill