

On July 15, 2008, Local Law No. 6-2008, known as the Rental Registry law for the Village of Cobleskill, was adopted by the Board of Trustees. The local law took effect on July 21, 2008, after being filed with the New York State Department of State. The local law, now Article III, Chapter 58 of the Village Code, requires rental property owners to provide emergency contact information to the Village of Cobleskill.

The information in this brochure will help explain the Rental Registry and also the Certificate of Occupancy process. If you have any questions, please call the Planning Environment and Codes (PEC) Department at 518-234-4661.

Q: What is the Rental Registry?

A: The Rental Registry is a list of all rental properties or units in the Village of Cobleskill. This Registry will include the Owner's name and address, the location of the registered property, and the number of rental units. Most importantly it will include a telephone number where the Owner or the Owner's designated Agent may be reached in case of emergency. An absentee landlord, one who lives outside the boundaries of the Village of Cobleskill, must designate a resident agent and provide the agent's name, address and phone number as well.

Q: Are there exemptions to the Registry?

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

contact the Village Planning Environment & Codes Department (PEC) or go to the Village of Cobleskill PEC page of the Schoharie County website.

Q: What if I fail to register my property?

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

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

A: The Owner of the registered rental property shall re-register within thirty (30) days after any change in registration information.

Q: What if the property is sold?

A: The new Owner of the registered rental property shall re-register the rental property within sixty (60) days of assuming ownership.

Q: What happens after my rental property is registered?

A: Once registered, a fire & property maintenance inspection may be conducted by the Village Code Enforcement Official, as prescribed by the NYS Uniform Fire Prevention and Building Code, depending on the date of the last inspection performed for that property.

Q: Why are these inspections being conducted?

A: The inspections are conducted for the safety of the renter.

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: Are there fees for these inspections?

A: Yes.

Residential Rental	\$35 per dwelling unit
Commercial	\$35 per storefront/business
Places of Assembly	\$35 per location
Institutional	\$35 per location

Q: When are the inspection fees due?

A: Fees are due after the rental property is inspected and the Certificate of Occupancy has been issued. Do not send fees with the Rental Registry Form.

Q: Are there exemptions from these Fees?

A: Yes. Fees shall be waived for any property owned or administered by a government housing authority, including but not limited to Section 8 housing, and any affordable housing project sponsored by the U.S. Department of Housing and Urban Development.

Q: What happens after the inspection?

A: If the property passes the inspection, a Certificate of Occupancy will be issued to the owner. However, if the inspection reveals Code violations, a Notice of Violation outlining necessary corrective actions and the allowed time for such corrections, will be sent to the Owner or the Owner's designated Agent.

Q: How long are the Certificates of Occupancy valid?

A: For Residential Rental properties the Certificate is good for 3 years (36 mos.). Landlords will not have to have an inspection every time a new tenant occupies a rental unit unless a complaint is made; the unit will then need to be re-inspected. Commercial rental properties, Places of Assembly, and Institutional rentals need to be inspected each year (12 mos.).

Q: What if a new tenant finds violations, and the owner has a valid and current Certificate of Occupancy?

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

More Questions?

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

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Rental Property Registry

Village of Cobleskill



"A Good Place to Live"

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