

AMHERST

BUILDING

DEPARTMENT

RENTAL UNIT REGISTRATION 2025

"Building Safety is No Accident"

5583 Main St. Williamsville NY 14221 (p) 631-7080

New

Renewal

Date: _____

Property Address: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Owner Email: _____

Agent Name: _____

(Please enter the name and contact information of the individual agent who is representing the property. If the owner does not reside within Erie, Niagara, or Genesee County, they must appoint a Property Manager who is licensed as such with the Town of Amherst.)

Agent Address: _____

Agent Phone #: _____

Agent Email: _____

Application for a Registered Rental Unit:

☐

(1)

Long Term – Owner Occupied (+ 31 Days):

of Units: _____

\$75.00 Fee/ per unit

☐

(2)

Long Term – Non Owner Occupied (+ 31 Days):

of Units: _____

\$75.00 Fee/ per

unit

☐

(3)

Short Term – Owner Occupied (30 days max):

of Units: _____

\$250.00 Fee/ per unit

☐

(4)

Short Term – Non Owner Occupied (30 days max):

of Units: _____

\$500.00 Fee/ per unit

Nature of Rental: _____

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Building Type: _____

(Single Family, Multi Family, Condo, Townhouse)

If the owner is an association, limited liability partnership, joint tenancy, tenancy in common or tenancy by the entirety, then each and every owner or general partner shall be indicated on the application.

Agent 2 Name: _____

Agent 2 Address: _____

Agent 2 Phone #: _____

Agent 2 Email: _____

Agent 3 Name: _____

Agent 3 Address: _____

Agent 3 Phone# _____

Is the property constructed prior to 1978? YES ☐ NO ☐

If yes to the above question, you are required to comply with the following:

I certify that I the owner is aware of the possibility of lead paint in the property; that the owner is aware of federal disclosure requirements concerning property that may contain lead paint and has complied with federal disclosure requirements; and that the owner is familiar with the use of lead-safe methods during painting, renovation, or repair of the property. Said certification will be made available for completion on the Town of Amherst webpage and in the Building Department at Town Hall. If the Property Manager is acting as the agent, then the owner must sign this as consent to fill out the rental unit registration.

Owner Signature: _____

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Applicant Next Steps:

- 1 Pay the inspection fee at the Town Clerk or online at <https://ips.egov.basgov.com/amherst/login>. Make checks payable to the Town of Amherst.
- 2 Once you have paid, you will get an automated email prompting you to schedule an inspection on an online form with your assigned inspector. You must be sure to schedule an inspection with the inspector you are assigned.
- 3 For long term rental unit registrations, if you pass your inspection, you will be granted your certificate and will have to renew in 3 years or upon a transfer in ownership of the dwelling. For short term owner occupied (30 days max), you will need to pay an annual fee (see front for pricing).