

**City of Middletown, New York**  
**Application for Two Family Non-Owner Occupied Dwelling**  
**Rental Permit**

- Owner is **REQUIRED** to provide the City of Middletown with the name of the owner's Insurance Company, insurance agent and policy number
- Owner is **REQUIRED** to provide the City of Middletown with a copy of their picture identification (driver's license, passport...)
- Owner is **REQUIRED** to provide the City of Middletown with a copy of Insurance for any Dog **OVER** 30lbs on premises
- Owner is **REQUIRED** to provide the City of Middletown with the name, address and phone number of the Managing Agent/Operator\* of the property listed below
- Owner must comply with all other permit requirements of the City of Middletown Housing Code 296
- A **2A** rated fire extinguisher must be installed in the kitchen area

Location of Dwelling: \_\_\_\_\_

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

Owner Address: \_\_\_\_\_

\_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Is there a Dog/(s) on the premises? Yes or No If yes, how many? \_\_\_\_\_

Is the Dog/(s) over 30lbs? Yes or No

Is Insurance on file? Yes or No

Name of Managing Agent/Operator: \_\_\_\_\_

Address of Managing Agent/Operator: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Managing Agent/Operator: \_\_\_\_\_

**\*Please note: the Managing Agent/Operator must either be the property owner, provided the owner lives in the City of Middletown or lives within a 10 mile radius of the City; or a responsible person over the age of 21 who lives in the City of Middletown or within a 10 mile radius of the City; or a responsible person over the age of 21 who resides onsite the subject premises. Refer to City Code 296-31 for more details.**

1. The Managing Agent/Operator is authorized to act on behalf of the Property Owner with respect to this rental property.
2. The Managing Agent/Operator is authorized to provide the City with immediate access to the entire rental building and exterior.
3. The Managing Agent/Operator has the responsibility to maintain the rental property in compliance with all State and City Codes.
4. The Managing Agent/Operator is authorized to accept service of process in any proceeding related to this rental property.

**\*Please note: A new inspection and permit are required with each change of tenant.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Agent/Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_