

City of Middletown, New York

Application for Two Family Owner Occupied Dwelling Permit

- Owner is **REQUIRED** to provide the City of Middletown with the name of the owner's Insurance Company, local 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 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 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 & permit are required with each change of tenant.

Owner Signature: _____ Date: _____

Managing Agent/Operator Signature: _____ Date: _____