

TOWN OF FALLSBURG  
CODE ENFORCEMENT  
845-434-8811

**Application for Inspection of Residential Rental Apartments**

Applications must be submitted to the Town of Fallsburg Code Enforcement Office. Once the application is received, our office will call you to schedule your inspection.

Property Owner's Name \_\_\_\_\_

Property Owner's Phone # \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Caretaker's Name \_\_\_\_\_

Caretaker's Phone # \_\_\_\_\_

Physical Location of Property \_\_\_\_\_ SBL# \_\_\_\_\_

Number of rental units \_\_\_\_ Stories \_\_\_\_ Water/Sewer:Town \_\_\_\_ Well&Septic \_\_\_\_

Type of Heat: Forced hot air \_\_\_\_ Steam \_\_\_\_ Electric \_\_\_\_ Hot Water \_\_\_\_ Other \_\_\_\_

Heating Fuel Source: Oil \_\_\_\_ LP Gas \_\_\_\_ Other(describe) \_\_\_\_\_

Type of basement: Crawl space \_\_\_\_ Finished \_\_\_\_ None \_\_\_\_ Other \_\_\_\_

**Note: All vacated apartments must be re-inspected PRIOR to re-renting. All multi-family rental properties are mandated by New York State to be inspected once every 24 months. Failure to comply with NYS mandatory inspections will result in legal action.**

# of Apts x \$25.00 = \$ \_\_\_\_\_ + \$25.00 Admin. Fee = \$ \_\_\_\_\_ Total Due (Max \$325.00)

**All fees must be paid by check made payable to the Town of Fallsburg prior to the inspection date.**

**Mollie Messenger**

*Code Enforcement Officer*

**TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc.



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811  
FAX:(845) 434-5883

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## **Official Notice**

On \_\_\_\_\_

This dwelling will undergo a mandatory apartment inspection as per New York State Law. You must ensure access to your apartment on the above mentioned date.

Failure to provide entry on the date of inspection will result in an appearance ticket being issued for non-compliance of this mandatory inspection.

This letter was given to your landlord to copy and distribute no less than 3 days prior to inspection date noted above.

If you have any questions about this inspection or validity of this notice, please call 845-434-8811 ext. 300 and leave your name, address and date of inspection as well as a return number and someone will call to confirm this is a valid Code Enforcement Inspection.

Remember, you will be issued an appearance ticket for failure to comply with this MANDATORY APARTMENT INSPECTION if you fail to provide complete access to the dwelling. Fines start in the amount of \$250.00 for each day this office cannot perform the vital inspection.

**If you cannot be there on the day of the inspection, please make arrangements now with a neighbor, relative, landlord or the caretaker to allow access to your apartment on the day of the inspection.**

**This inspection is NOT optional, it is mandatory as per NYS Law.**

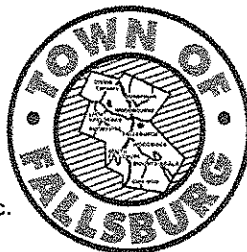
**Fallsburg Code Enforcement Office**

## Mollie Messenger

Code Enforcement Officer

### TOWN OF FALLSBURG CODE ENFORCEMENT OFFICE

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Prior to Code Enforcement performing your multi-family inspection, be sure the following items are taken care of:

- You have fully filled out and submitted the inspection form application.
- You have submitted a check or money order for the full amount due prior to the day of inspection.
- You have informed ALL of your tenants that an inspection is required by providing them with a copy of the Official Notice.
- You have confirmation and or keys for entry to ALL apartments.
- You are confident that all of the apartments have working carbon monoxide and smoke detectors.
- You have working fire extinguishers in the common hallway.
- You have someone present during the inspection who can interpret, if necessary.
- You have verifiable working heat and hot water to all apartments.
- You have addressed all possible violation complaints with your tenants.
- You have taken the time to confirm that all common areas are accessible.

If you are confident that all of the above is taken care of, then be sure to submit your application and check for the full amount due to the Code Enforcement Office and set up your appointment for an inspection.

If you have any questions, please do not wait until the last minute to ask them. Lack of information could delay your inspection, so call for any additional information you may need. We will be happy to assist to ensure the inspection process goes as smoothly as possible.

Town of Fallsburg Code Enforcement Office