



LOCAL AGENT REGISTRATION FORM
(Please print legibly or type)

Date: _____

Duties of the agent may include, but are not limited to:

- Receipt of annual renewal notices and fee payment if any.
- Receipt of violations and notice(s) for inspection letters.
- Required presence at inspections.
- Receipt of any follow up violation letters resulting from initial inspection, including court appearance tickets.
- Attendance at administrative hearings including court appearances.
- Responsibility for any fines assessed resulting from any property maintenance issues or court orders.

Address of property(ies): _____
_____, Auburn, NY 13021

Name(s) of Legal Property Owner(s): _____

Address (No PO Boxes): _____

Phone: _____ Email: _____

Agent Name: _____

Address (No PO Boxes): _____

Phone: _____ Email: _____

I/We _____ authorize my/our agent _____

to act on my/our behalf as my/our registered agent, and assume all of the duties listed above. However, I/we understand that as the legal owner(s) of this property I/we will be responsible for the actions and/or inactions of the agent listed above.

I, the undersigned, hereby certify that:

1. The information submitted in this application is an accurate representation of the facts on the date of the application:

Owner: _____

Signature: _____

Date: _____

Sworn to before me this ____ day of _____,
20____.

Notary Public

Agent: _____

Signature: _____

Date: _____

Sworn to before me this ____ day of _____,
20____.

Notary Public