

# LOCAL LAW NUMBER 5 OF 2016 OF THE VILLAGE OF WHITEHALL

## REQUIRING THE REGISTRATION OF ABSENTEE OWNERS/RESPONSIBLE PERSONS

A. Legislative purpose. It is recognized by the Board of Trustees of the Village of Whitehall that a number of commercial and residential properties within the jurisdictional limits of the Village are owned by landlords who do not reside in the Village of Whitehall or, in many cases, within the County of Washington. It has been the experience of the Fire Department, Police Department, Department of Public Works and other Village departments that when these departments need to contact the absentee owner, they encounter difficulties in obtaining the proper residence address and telephone number at which to reach these owners, causing delay and/or the inability of these entities to contact the owners. The Board of Trustees recognizes the need for Village departments, particularly in emergency situations, to be able to quickly contact the owner and/or manager of a property located within the Village. The Board further recognizes that a growing number of properties with absentee landlords are being managed by property managers and property management companies. These managers are responsible for the daily operation of these buildings within the Village of Whitehall, act as agents for the absentee owners, are more available and accessible than the owners and thus are the more appropriate individuals for the Village to contact concerning a building in the Village. In order to facilitate contact with the property managers and property management companies by the Village departments, this local law is being enacted to require property managers and property management companies that manage property within the Village of Whitehall to register information concerning those properties managed so as to provide the Village and its various departments with accessible and accurate information concerning the property and the person or persons to contact should there be a problem or emergency at the property.

B. On or before June 1st of each year, every absentee owner, property manager and property management company, which manages property in the Village of Whitehall, shall file with the Village Clerk, on a form to be provided by the Clerk, a statement showing the following: the complete name, address and telephone numbers of absentee owners, property managers or property management company, the name(s) of managers employed by company, a list of properties managed, the name of property manager responsible for each property, with business and emergency telephone numbers for the manager, the owner of record for each property with residence address and telephone number, a description of use of building, type of construction and height of building, number of rooms or apartments, if residential structure, whether the building is vacant or occupied, number of individuals residing in each unit and such other further information as may be recruited by the Village. It shall further be the responsibility of the property owner, property manager or property management company to update the statement required by this section, as needed, to add properties not included in the annual report, to delete properties no longer managed by the company or to report a change in ownership of the property, within two weeks of the change in status of the property. Said statement shall be kept on file in the Village Clerk's office and a copy shall be provided to the Police Department, Fire Department, and Department of Public Works and shall be available on file for other Village Departments' access and review, as needed.

C. Failure to Comply. Failure to comply with this local law shall result in a fine of \$50 for each offense. Every week that a responsible party pursuant to this local law fails to register as provided shall constitute a separate offense subject to fine.

STATE OF NEW YORK  
DEPARTMENT OF STATE

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ALBANY, NY 12231-0001  
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ANDREW M. CUOMO  
GOVERNOR

ROSSANA ROSADO  
SECRETARY OF STATE

September 2, 2016

Stephanie A LaChapelle  
Clerk Treasurer  
PO Box 207  
57 Skenesborough Drive, Suite 2  
Whitehall NY 12887

**RE: Village of Whitehall, Local Law 5 2016, filed on September 1, 2016**

Dear Sir/Madam:

The above referenced material was filed by this office as indicated. Additional local law filing forms can be obtained from our website, [www.dos.ny.gov](http://www.dos.ny.gov).

Sincerely,  
State Records and Law Bureau  
(518) 473-2492



Department  
of State

# Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

STATE RECORDS

County  City  Town  Village  
(Select one:)

SEP 01 2016

of Whitehall

DEPARTMENT OF STATE

Local Law No. 5 of the year 2016

A local law Requiring the Registration of Absentee Owners/Responsible Persons  
(Insert Title)

Be it enacted by the Board of Trustees of the  
(Name of Legislative Body)

County  City  Town  Village  
(Select one:)

of Whitehall

as follows:

See Attached

(If additional space is needed, attach pages the same size as this sheet, and number each.)