



December 11, 2025

RE: Rental Registration & Inspection Program

Rental Property Owner,

On March 21st, 2019, the Board of Trustees adopted Local Law 4, 2019, a local law establishing a Rental Registration for the Village of Baldwinsville.

The purpose of the Rental Registration is to protect the health, safety and welfare of the residents and to maintain the Village's rental housing stock through the participation of owners, tenants, the Village and the community through registration of responsible parties and inspections. Every owner (landlord) shall require to register each rental unit in the Village. Due to many properties being owned by LLC's or other entities, we require that the responsible parties be named on the registration form.

If the owner or agent is not located within 25 miles of the property, the Village requires a local agent within Onondaga County to be named on the registration form.

Currently, there is no fee for the Annual Registration and One and Two family homes do not require periodic inspections BUT ARE REQUIRED to return the enclosed Registry Form.

Properties with three or more dwelling units require periodic inspections every 36 Months, by New York State Law. The inspection fee is based on the square footage of the building(s) as follows:

\$ 50.00 up to 1,000 square feet

\$ 75.00 from 1,001 to 2,500 square feet

\$100.00 from 2,501 to 5,000 square feet

\$125.00 from 5,001 to 7,000 square feet

\$150.00 from 7,001 to 10,000 square feet

\$175.00 from 10,000 to 15,000 square feet

\$200.00 over 15,000 square feet

There is no additional charge for initial follow-up inspection for violations found. Charge per reinspection of same violations thereafter is 50% of inspection rate above.

Tenants and owners (with tenant consent) may also ask for inspection of a single dwelling unit, prior to renting, to ensure compliance with codes. This is a good tool for owners to have documentation of conditions prior to tenants moving in. This type of inspection will be charged a \$50 fee per dwelling unit.

The Village is looking into a process for inspections of all rental units. This inventory and cursory inspections of the registered properties will determine the Village's role in requiring interior inspections of all rental units.

Enclosed is a checklist used for the inspection of rental properties. The items on this list provide you with requirements for compliance with the New York State Fire Code and New York State Property Maintenance Code.

All rental units are REQUIRED to meet these codes, whether or not they are required to be inspected.

To register, owners must submit the enclosed, completed registration forms.

Registration forms are due by February 6, 2026.

If you have any questions or concerns, please contact me at (315) 635-2481.

Sincerely,

Timothy J. Ganey
Code Enforcement Official
codes@baldwinsville.gov



Village of Baldwinsville



Office of Code Enforcement

16 West Genesee Street, Baldwinsville, NY 13027

Phone (315) 635-2481 - Fax (315) 635-9231

Rental Property Registration Form

Please complete a separate registration form for each rental property or if your property has more than ten units.

Part I. Rental Property Information:

Rental Property Address:										
Tax Parcel ID Number:						Estimated Year Built:				
Number of Dwelling Units:										
Unit Number:	1	2	3	4	5	6	7	8	9	10
Where is the Dwelling Unit? 1 st , 2 nd , 3 rd Floor, Attic, Basement, Garage, Separate Building.										
Number of bedrooms in subject unit:										
Off street parking spaces provided for subject unit:										
Location of Parking Spaces on the Property:										
If Tenants do not Park on the Property, where do They Park?										

Part II. Owner(s) Information: (List all owners separately. If necessary, attach additional sheet)

1. Owner Name:		2. Owner Name:	
Address:		Address:	
Home Phone:	Work/Business Phone:	Home Phone:	Work/Business Phone:
3. Owner Name:		4. Owner Name:	
Address:		Address:	
Home Phone:	Work/Business Phone:	Home Phone:	Work/Business Phone:

Part III: Local Agent Information:

(Required if no owner lives in Onondaga, Madison, Oswego, Cortland or Cayuga County)

Local Agent Name: _____	
Address: _____	
Cell/Emergency Phone: _____	Office Phone: _____
Signature: _____	Date: _____

<u>For Office Use Only</u>
Received By: _____
Date Received: _____

Submitted by: _____
Please Print

Signature: _____ Date: _____