

**City of Middletown, New York**  
**Application for Two Family Non-Owner Occupied Dwelling**  
**Rental Permit**

- Owner is **REQUIRED** to provide the City of Middletown with the name of the owner's Insurance Company, 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 is **REQUIRED** to provide the City of Middletown with the name, address and phone number of the Managing Agent/Operator\* of the property listed below.
- Owner must comply with all other permit requirements of the City of Middletown Housing Code 296

Location of Dwelling: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Is There a Dog/s on the premises? Yes or No If yes, how many? \_\_\_\_\_ If answering yes to this question, please submit a valid rabies certificate regardless of size of dog/s.

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 a 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.

\* Please note: A new inspection and permit are required with each change of tenant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_