

# Rental Permit Renewal Application

**Please print clearly**  
**Separate form must be completed for each unit**

Rental Property Address: \_\_\_\_\_

Apartment or Unit # \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Tenant Name \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Owners Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rental Agent: \_\_\_\_\_ Phone# \_\_\_\_\_

Rental Agent Address: \_\_\_\_\_

**CONTACT BUILDING DEPARTMENT FOR INSPECTION**  
**(845)782-8341**

**INSPECTIONS WILL BE MADE BETWEEN**  
**8:00 A.M. AND 12:00 P.M.**  
**MONDAY THRU FRIDAY**

**SIGNATURE:** \_\_\_\_\_

Owner or Designated Agent

**A fee of \$ 25.00 per rental unit is required**

**Please make checks payable to: Village of Monroe**

**Mail to: Village of Monroe**  
**7 Stage Road**  
**Monroe, NY 10950**

Official use: Date Rec'd \_\_\_\_\_ Check # \_\_\_\_\_ Permit. # \_\_\_\_\_