



City of Ithaca, Building Department

108 East Green Street, Ithaca, New York 14850

Phone number: (607) 274-6508

Fax number: (607) 274-6521

Agency Agreement

This is an authorization form for management of a property on behalf of an owner. The City of Ithaca requires that property owners who do not reside in Tompkins County or one of its contiguous counties file an agency agreement with the Building Department. Please note the following requirement for HC 210-81:

- The property owner may not designate a residential tenant as the agent, except where such designation is contained in an employment agreement. This agreement cannot be contained in a lease agreement.
- The agent must be a resident of or maintain a principal place of business in Tompkins County.
- The property owner shall be responsible for informing this Department in writing of changes to the owners' and agents' addresses and telephone numbers.
- The name and telephone number of the owner and the agent of the premises shall be placed in a prominent location inside or outside the structure. Such information shall be placed on a card no smaller than three inches by five inches. The information card shall be protected from the weather, and the information placed on it shall be legible at all times.
- For properties owned by an LLC, the operating agreement for the LLC showing membership, along with a completed Agent Agreement Form assigning an agent and signed by the controlling member of the LLC.

I (print full name, initials will not be accepted), _____

am the owner of the property(ies) located at (attach additional sheets if needed) _____

_____, in the City of Ithaca, New York.

I have employed the agent/agency and its employees, listed below to handle the responsibilities described below for the above/attached listed address(es):

Agent/Agency: _____

Street Address: _____

Mailing Address: _____

Telephone number: _____

The duties the agent/agency assumes are as follows:

- To receive in the name of the owner such notices and or services of process as may be sent by the City to the property owner.
- To monitor the condition of the premises to insure that the property is maintained in a manner consistent with City ordinances including, but not limited to: adherence to exterior property maintenance standards.
- To make or cause to be made repairs and alterations and to assist the owner in bringing the property into compliance with applicable city ordinances including, but not limited to: building, housing, fire and zoning codes.
- To schedule and conduct city required inspections with city inspectors.

Please note that it is the Building Department's policy to not enter a tenant's space without 24 hours notice.

(Over —————>)

This agreement shall be in effect until the Building Department receives notice in writing that the above agent/agency is no longer the agent for the above/attached property(ies).

Owners' Street Address: _____

Owners' Mailing Address: _____

Owners' Telephone Number: _____

I am the owner of the premises in the City of Ithaca, New York described in this form. I have read and will comply with the information on the front of this form. I will notify the Building Department in writing of changes in who my agent is, changes of mine or my agents' addresses and telephone numbers.

By my signature I certify that I have read and understand the above paragraph.

Signature of the owner: _____

Date: _____ Date of Birth: _____

I am the agent of the premises in the City of Ithaca, New York described in this form. I have read and will comply with the information on the front of this form. I understand that both the owner and I will be held accountable for violations that occur on the property(ies) including but not limited to: paying fines that may occur as a result of not complying with the City of Ithaca Exterior Property Maintenance and Housing Codes.

By my signature I certify that I have read and understand the above paragraph.

Signature of the agent: _____

Date: _____ Date of Birth: _____

Please return the completed form with original signatures to:

City of Ithaca Building Department, 108 East Green Street, Ithaca, New York 14850