



This is a reminder that the City of New Rochelle had enacted into law a Student Housing Business Registration program in 2016. All owners of properties housing three (3) or more students within New Rochelle are required to register annually on the City's Student Housing Business Registration website. **Renewal or new registration for the 2017 / 2018 term is required by September 30, 2017.**

The information collected will help the City:

- Create a comprehensive student housing directory
- Protect the safety of students from overcrowding situations
- Mitigate any negative impact of student housing on surrounding neighborhoods
- Provide important contact information in the event of an emergency.

A Student Housing business is defined as a one-family, two-family, three-family or multiple-family dwelling that houses three (3) or more students attending or registered to attend a college or university, or who are on a semester or summer break from studies at a college or university. Information about the location, premises, owner contacts and fire safety will be collected. Additionally, a designated Property Manager, either a superintendent living in the premises or a local managing agent with offices in the City of New Rochelle or an abutting town, who is available twenty-four (24) hours per day, seven (7) days per week, must be named.

To register/renew visit the City's website at [www.newrochelleny.com/studenthousing](http://www.newrochelleny.com/studenthousing).

There is ***NO FEE*** to register or renew. Penalties for non-compliance may be assessed.

This registration is effective through May 31, 2018 and must be renewed annually thereafter.

Details are provided on the attached Q&A document. Please contact the Business Ambassador, Lisa Davis, at 914.654.2189 or [ldavis@newrochelleny.com](mailto:ldavis@newrochelleny.com), for any additional information or if you have received this notice in error. Thank you for your cooperation and participation.

*Lisa Davis*



# Student Housing Business Registration Program

## City of New Rochelle, New York

### Questions & Answers

#### **What is the purpose of the Student Housing Business Registration Program?**

The purpose of the program is to create a directory of structures housing three (3) or more students in an effort to protect the safety of students from overcrowding situations and to mitigate any negative impacts such uses may have on the surrounding neighborhoods.

#### **Who is required to register as a Student Housing business?**

All owners of one-family, two-family, three-family or multiple-family dwellings that house three (3) or more students attending or about to attend a college or university, or who are on a semester or summer break from studies at a college or university are required to register.

#### **How do I register?**

Visit [www.newrochelleny.com/studenthousing](http://www.newrochelleny.com/studenthousing) and log in to register. For the purposes of the registration, “business” refers to the student housing location. Each location (street address) must be registered separately. Information to be collected includes:

- Student housing business address
- Business phone, fax number and email address
- Corporate name (if applicable)
- Address and contact information of owner
- Number and location of all smoke detectors in the premises and whether there is a fire alarm system and/or fire extinguishers in the premises
- Presence and location of hazardous/chemical materials on site
- Designated Property Manager, either a superintendent living in the premises or a local managing agent with offices in the City of New Rochelle or an abutting town, who is available twenty-four (24) hours per day, seven (7) days per week
- Number of students residing in the premises for each semester and the number of bedrooms
- Any other information deemed necessary by the City Manager.

Upon completion of the registration form and validation of the information by the City, a Registration Certificate shall be issue that is to be prominently displayed at the place of business.

#### **When do I register?**

All Student Housing businesses shall register no later than September 30 of each year and such registration shall expire on May 31. A new registration must be completed between June 1 and September 30 every year.

A Student Housing business that commences its initial operation within the City after September 30 shall complete its registration within 30 days after such commencement.

Any Student Housing business having received a Registration Certificate is required to amend any information submitted on the application as changes occur. Notice must be given to the City within 30 days of such changes.

**What is required to register?**

In addition to the information gathered on the registration form, compliance with existing building code, zoning code and multiple dwelling registration is required. Required building permits for construction and / or renovation need to be properly filed with the Bureau of Buildings and closed upon completion of work. Any existing code compliance violations upon the property must be addressed and resolved prior to issuance of the Student Housing Business Registration certificate. New violations that might occur must be promptly resolved at a risk of penalty to comply with this ordinance. Properties that meet the guidelines for the multiple dwelling system must be properly registered before issuance of the Student Housing business certificate.

**How is non-compliance handled?**

If it is determined that any information in a registration form is false or if any Student Housing business registered under this chapter violates any provision or requirement herein, the City will give notice to the business of the determination. If the business fails to correct the false information or violation within 10 days of notification, the City may revoke the registration. The City shall notify the Student Housing business of such revocation and assess a penalty of \$150.

Student Housing businesses shall submit to periodic inspections from City departments, including without limitation to the New Rochelle Department of Development, Bureau of Buildings and/or the New Rochelle Fire Department.

It shall be unlawful to a Student Housing business to fail to register a business as required by this chapter. The penalty for failing to comply with any provision of Chapter 261 of the New Rochelle Zoning Code shall be subject to a minimum fine of \$250 per day and a maximum fine of \$2,500 for a first offense and a minimum fine of \$500 per day for all subsequent offenses with a maximum fine of \$2,500.

**Where can I get help with the registration?**

Visit [www.newrochelleny.com/studenthousing](http://www.newrochelleny.com/studenthousing) for more information.

Contact Business Ambassador, Lisa Davis, at [ldavis@newrochelleny.com](mailto:ldavis@newrochelleny.com) or 914-654-2189 with any questions.

