

**DEAR PROPERTY OWNER:** Please complete this form in ink. Please print. Failure to complete all parts of this form or to have this form notarized may result in the form being deemed INVALID. Please return the form to the Code Enforcement Office, 258 Main Street, Oneonta, NY 13820

## **LOCAL AGENT DESIGNATION FORM**

**PROPERTY ADDRESS:** \_\_\_\_\_  
(Only one property per form.)

**OWNER'S NAME:** \_\_\_\_\_

§ 158-58 A & B of the Code of the City of Oneonta requires that owners of residential rental property(s) appoint a local agent if their home address zip code is not: 12116, 12155, 13348, 13415, 13747, 13750, 13751, 13753, 13757, 13775, 13776, 13796, 13806, 13807, 13808, 13810, 13820, 13825, 13834, 13846, 13859, 13860, 13861. The home address zip code of the local agent must be a zip code listed above. Local agents must be re-designated annually.

I am the Owner of the above referenced property in the City of Oneonta, New York. I hereby designate the person referenced below to be the agent for this property and grant him/her the authority to attend to all matters with the City of Oneonta and its employees arising out of ownership of said property. I further designate this person as my Agent for the service of process in any proceeding relating to this property. This designation by me shall continue until such time as a new Agent for service is named. Such new designation shall be made upon the filing of a new "Local Agent Designation" form with the Code Enforcement Office. I understand that service of process upon this Agent shall be the same as personal service upon myself and I have made arrangements with my Agent to ensure that I will be notified of any proceeding against this property for violations at the premises referenced above.

### ***PART I***

**AGENT:**

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

Corporate Officer: \_\_\_\_\_  
If Applicable

Home Address: \_\_\_\_\_  
Street

Day Phone: \_\_\_\_\_  
City State Zip

Evening Phone: \_\_\_\_\_  
Area Code Extension

Email Address: \_\_\_\_\_  
Area Code Extension

**OVER**

**PART II**

**AGENT TO BE SOLE RECIPIENT:**

I am the Owner of the above referenced property in the City of Oneonta, New York. I hereby direct that all correspondence and notifications from the City of Oneonta Code Enforcement Office, regarding the above property, be sent to my Agent referenced above. I understand that said correspondence and notifications will then be sent to my local agent and they will not be sent to me. I have made arrangements with my Agent to ensure that I will be notified of any proceeding against this property for violations at the premises referenced above.

Yes     No

**PART III**

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

Sworn to before me this date \_\_\_\_\_  
Notary Public—State Of \_\_\_\_\_

Sworn to before me this date \_\_\_\_\_  
Notary Public—State Of \_\_\_\_\_

\_\_\_\_\_  
NOTARY'S SIGNATURE

\_\_\_\_\_  
NOTARY'S SIGNATURE