

**COMMON COUNCIL MEETING**

**October 7, 2025**

**6:00PM**

**ORDINANCE "I" OF 2025 (to be known as Ordinance #5 of 2025 if adopted) – To be voted upon**

**AN ORDINANCE MODIFYING CHAPTER 156 THE AMSTERDAM CITY CODE RELATING TO  
NONRESIDENT, RESIDENTIAL OR COMMERCIAL PROPERTY OWNER REGISTRATION**

**BY: ALDERMAN CARPENTER**

Part 1: Legislative Intent: The Common Council has for several months discussed and considered an overhauling of Chapter 156 so as to create a more uniform policy relating to Nonresident, Residential, or Commercial Property Owner Registration; establishing that the registration fee shall be set and adjusted by way of Resolution passed by the Common Council; and implementing a more standardized penalty for owners in violation of this chapter.

Part 2: BE IT ENACTED BY THE COMMON COUNCIL OF THE CITY OF AMSTERDAM, that Chapter 156 of the Amsterdam City Code is modified to read as follows:

**Chapter 156**

**NONRESIDENT, RESIDENTIAL OR COMMERCIAL PROPERTY OWNER REGISTRATION**

**§ 156-1. Purpose and legislative intent.**

**§ 156-2. Definitions.**

**§ 156-3. Registration required.**

**§ 156-4. Designation of registered agent.**

**§ 156-5. Duties of registered agent; penalties for offenses.**

**§ 156-6. Duties of owner; fees.**

**§ 156-1. Purpose and legislative intent.**

The purpose of this chapter is to protect the health, safety and welfare of residents, to protect a diverse housing stock from deterioration, and to facilitate the process and administration of housing inspections and code enforcement. The Common Council finds and declares that the registration of nonresident residential and commercial property owners is intended to and will ensure the protection of persons and property in all existing residential rental and commercial property and ensure that property owners and prospective property owners are informed of, and adhere to, code provisions governing the use and maintenance of rental and commercial properties.

**§ 156-2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**COMMERCIAL PROPERTY** — Any real property located in the City of Amsterdam that is improved by a structure that is not designed to be used for residential purposes. This definition is limited in applicability to this chapter.

**REGISTRATION FORM**— A form designating a registered agent for an owner.

**OWNER** — Any person or entity who, alone or with others, has legal or equitable title to real property.

**REGISTERED AGENT** — Any person residing in Montgomery County or an adjoining county designated by the owner as described in this chapter.

**RESIDENTIAL PROPERTY** — Any parcel of real property located in the City of Amsterdam that is improved by a structure or group of structures that are designed to be used for residential purposes.

**§ 156-3. Annual Registration required; Registration Fee**

An owner of any residential or commercial property or multifamily/residential property who is not a resident of Montgomery County, or is not a natural person (i.e., an LLC, corporation, etc.) is required to designate a registered agent who resides in Montgomery County or an adjoining county. An owner may self-designate if they live in an adjoining county. The relationship of the registered agent to the owner must be disclosed in the registration form. All registered agents must be a natural, living person who has attained 18 years of age. Registration fees shall be due annually on the anniversary date of the original registration. Existing non-resident registered agents who were designated prior to the adoption of this ordinance shall be honored for the remainder of their registration period. At the conclusion of their registration period, or if a non-resident agent is cancelled or replaced, renewals will be required on an annual basis. In the event that an owner required to file a Registered Agent pursuant to this chapter is the owner of more than one parcel, then said owner shall be required to file a separate Registered Agent form and pay a separate registered agent fee for each parcel. The annual fee shall be established by resolution of the Common Council and may be subsequently modified by resolution of the Common Council.

**§ 156-4. Designation of registered agent.**

Any owner of real property in the City of Amsterdam who is required to designate a registered agent shall register online in accordance with the process prescribed by the City Controller. The registration form shall name a natural person, over the age of 18 years, residing in Montgomery County or an adjoining county as an agent to receive service of all notices of code violations, legal notices and process arising from the Uniform Code and the codes and laws of the City of Amsterdam related to real property in the City of Amsterdam. The physical address of the owner(s) and registered agents must be provided on the registration form. A PO box address is not acceptable.

A non-resident registered agent registration shall remain in effect for one year or until replaced by the owner or canceled pursuant to § 156-5. All non-resident registered agent registrations must be renewed annually.

**§ 156-5. Duties of registered agent; penalties for offenses against Registered Agent.**

The registered agent shall notify the City of Amsterdam within 15 days of any change of address or telephone number. The registered agent shall accept service of all notices and legal process on behalf of the owner arising from the uniform fire and building codes and codes and laws of the City of Amsterdam related to real property in the City of Amsterdam. The registered agent shall contact the owner within one day of receipt of any notice or legal process on the owner's behalf. The owner shall file a new Registered Agent form within 30 days of the termination of the owner's relationship with any existing registered agent. Failure of the registered agent to comply with these duties is punishable by a fine not to exceed \$250 or 15 days in jail.

**§ 156-6. Duties of owner; penalties for offenses against owner.**

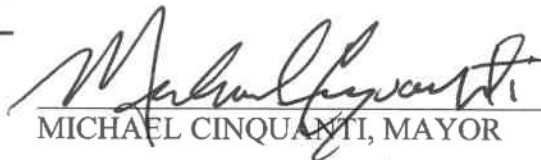
Following enactment of the legislation updating Chapter 156 of Amsterdam City Code occurring in September 2025, the City shall mail notices to all owners required to designate a registered agent and said owner shall designate a registered agent within 45 days of the date of said notice, with said notice being presumed to have been received by the owner five business days from the date indicated on said Notice. Separately and additionally with regard to new ownership, any owner required to designate a registered agent shall designate such agent within 45 days from taking title to a property requiring such designation. The owner shall pay the registration fee upon filing a new registration or a replacement registration. Failure to file the registration form within the time above or failure to designate a replacement registered

agent within 30 days of the notice of cancellation of the current registered agent shall cause a code enforcement fee to be charged to the property owner in the amount of \$500 and then an additional \$100 for every subsequent month that the registration remains unfiled. Failure to pay these fees within 30 days of the invoice date shall cause the charge to become a lien against the associated real property and be levied with the City taxes against the real property.

Section 3: Effectiveness: A public hearing having been held on October 7<sup>th</sup>, 2025 and upon ratification by Common Council, the instant Local Law shall become effective pursuant to C-33 of the Charter.

Common Council  
City of Amsterdam, NY

	Aye	Nay
Aldерwoman Quist-Demars	✓	
Alderman Holoday	✓	
Aldерwoman Collins	✓	
Alderman Carpenter	✓	
Alderman Martuscello	✓	

  
MICHAEL CINQUANTI, MAYOR

DATED: 10/8/2025

This is to certify, that I, Stacy Ortiz, City Clerk of the City of Amsterdam, County of Montgomery, State of New York, attest that the above is the original Resolution, passed by the City of Amsterdam Common Council on October 7<sup>th</sup>, 2025, a majority of all members elected to the Council voting in favor.

I have set my hand and the official seal of the City of Amsterdam, this 9<sup>th</sup> day of October 2025.



CITY SEAL

Received and Filed in the Office of the City Clerk 10-09-2025

Received by: 