

Town of Westerlo Transfer Station Facility User Permit Application and Renewal

RENTER

Complete the below form. See back for instructions on how to submit your application.

Renter #1-Complete Column 1

Name
Rental Address (Physical)
Address (Mailing if different)
Telephone #
Vehicle-Make
Vehicle-Model
Vehicle-Color
Vehicle-License Plate #

Renter #2-Complete Column 2

Name
Rental Address (Physical)
Address (Mailing if different)
Telephone #
Vehicle-Make
Vehicle-Model
Vehicle-Color
Vehicle-License Plate #

LANDLORD & PROPERTY INFORMATION

Landlord Name	Landlord Phone #
Landlord Address (Physical)	Landlord Address (Mailing if different)
Dates of lease	

****If no lease or notarized letter available, please have the landlord complete this section in the Green Box and sign in front of a notary:**

I (landlord's name) _____ am the owner of (rental address) _____ located in the Town of Westerlo, NY. I am renting to (Renter's name) _____ and (Renter's name) _____ as of (date) _____ for a period of _____.
Landlord's Signature: _____ Date: _____
State of New York SS: County of Albany On this _____ day of _____, 20____ before me personally appeared _____ to me personally known to be the person described in and who executed the foregoing document.
Notary Public: _____ Date: _____
Stamp:

I have read the instructions and have provided all required information and documentation required to obtain and/or renew a Residential User's Permit

Printed Name Renter #1	Printed Name Renter #2
Signature	Signature

INSTRUCTIONS AND INFORMATION

The permit authorized by the Town of Westerlo and granted to the Resident allows for the Resident to dispose of household waste and hazardous waste at the Transfer Station Facility, in accordance with all guidelines as stated within the Town's Solid Waste Management Code. For additional information, refer to the Solid Waste Management Code.

Upon ceasing to reside within the Town of Westerlo, the Residential User's Permit must be surrendered to the Town Clerk or a Transfer Station Employee.

It will be required by the Resident to renew the permit application each year, between the period of October 1st and November 30th, at the Transfer Station during normal operating hours, by mail or in person (by appt) at the Town Clerk's office at the Richard H. Rapp Municipal Building, for the following year's access to the Transfer Facility. Expired permits will result in the loss of Transfer Station access or privileges by Resident until the permit is renewed.

Please allow the Town Clerk's office 2 weeks processing time to review your application. Once the application is approved, your permit will be available to pick up at the Transfer Station. Permits are good from January 1st through December 31st of the following year. Please note, permits are non-transferrable and expire at the end of the year.

Identifying documentation is required for renter verification. All persons applying must provide copies of driver's license along with a copy of a lease agreement, notarized letter from landlord or have the landlord complete side one of this application.

HOW TO SUBMIT YOUR APPLICATION

To submit your completed application at the Town Clerk's office:

- Complete and sign the application.
- Please contact the Town Clerk's office to schedule an appt.
518-797-3111 press 2 for the Town Clerk's office.
- Provide copies of driver's licenses for each individual applying (copies can be made at the Town Clerk's office at a cost of \$0.25/copy). **Applications are limited to 2 people per household.**
- Provide cash, check or money order in the amount of \$25.00 made payable to the "Town of Westerlo".
- Provide proof of residency:
 - Fully executed and signed lease agreement
 - Notarized letter from the landlord
 - If the lease or letter is not current, it will not be accepted. When in doubt, have the landlord complete side one of this application.

If you should have any questions, please contact the Town Clerk's office for more information. 518-797-3111 press 2 for Town Clerk's office.

For Office Use Only

<i>Date Application/Renewal Submitted</i>	<i>Permit #</i>
<input style="width: 80%;" type="text"/> <i>Rental Documentation Provided</i>	<input style="width: 80%;" type="text"/> <i>Type</i>
<input style="width: 80%;" type="text"/> <i>Copy of Driver's License for Res. 1</i>	<input style="width: 80%;" type="text"/> <i>Copy of Driver's License for Res. 2</i>
<input style="width: 80%;" type="text"/> <i>Application Approved</i>	<input style="width: 80%;" type="text"/> <i>Application Denied</i>
<i>Reason for Denial</i>	
<input style="width: 30%;" type="text"/> <i>\$25 Fee Provided</i>	<input style="width: 30%;" type="text"/> <i>Check/M.O. #</i>
<input style="width: 30%;" type="text"/> <i>Cash</i>	
<i>Approved by</i>	<i>Date</i>