



Village of Ossining

16 Croton Avenue
Ossining, NY 10562

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www.villageofossining.org

Village of Ossining Landlord Tenant Relations Council Intake Form

This intake form is for persons seeking landlord/tenant assistance related to rental properties located within the Village of Ossining. Please submit this form in person to the Village offices located at 16 Croton Ave, 2nd floor or via email: LTRC@villageofossining.org.

Person seeking assistance

Date: I am the Tenant Landlord Other*:

*(please specify your relation to request (attorney, power of attorney, neighbor))

Address of Concern:

Name of Tenant of Record:

First and Last Name:

Mailing Address:

Email:

Contact Phone:

Is it OK to leave a message? Yes No

Do you have a written lease? Yes No (If so, please provide a copy of the same with this application).

Landlord information

Name of Landlord:

Landlord's address or contact information:

Telephone:

Email:

Landlord's Mailing address:

What is the specific matter to be addressed by the Council? (*Please write legibly)

Please provide any supporting documentation (e.g. lease, rent demand, repair demand, etc.)

What dates and times did you request the Landlord or Tenant to correct the problem addressed above?

Would you be willing to mediate your issue with this Council? Yes No

Disclaimer: Please be advised that this Council may not give legal advice. You always retain the right to seek an Attorney's counsel for any related issue. You may address immediate or emergency issues with the Ossining Village Building Department.