



Bureau of Code Enforcement  
City of Schenectady

*LLC Registration Form*

1.) Please list the FULL Name of the LLC: \_\_\_\_\_

2.) Does the LLC do business under another name (d/b/a)? Y/N

If yes, please provide the additional names under which this business operates:

\_\_\_\_\_  
\_\_\_\_\_

3.) How many members are in the LLC? \_\_\_\_\_

4.) Please provide the names and addresses of two members of the LLC:

*-NOTE: Only names and addresses belonging to physical persons will be accepted; Addresses provided must differ from the owned property address; if more than one member, please provide information for at least two.*

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

\_\_\_\_\_

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

\_\_\_\_\_

5.) Please indicate which of the above members of the LLC should be named in court actions on behalf of the LLC:

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

*NOTE: the Bureau of Code Enforcement **will not** accept an the name of an attorney (who is not a member of the LLC) as the person to be named in court actions*

6.) Is this the same member designated as the Agent with the NYS Secretary of State? Y/N

If not, please provide the name and address of this Agent:

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

\_\_\_\_\_

*NOTE: the Bureau of Code Enforcement will accept an attorney's name for the purpose of service of process*



Bureau of Code Enforcement  
City of Schenectady

I, \_\_\_\_\_, do hereby certify that the property  
*Name of Person Completing Form*

located at \_\_\_\_\_, in the City of Schenectady is owned by  
*Address of Property*

\_\_\_\_\_, which is registered to do business in the State of

New York as a:

\_\_\_ LLC

\_\_\_ Corporation

\_\_\_ General Partnership

\_\_\_ Limited Partnership

\_\_\_ Sole Proprietorship

I do hereby certify that all statements made by me in this application are true and correct to the best of my knowledge, information, and belief. Further, I understand that in the event that I have knowingly and willfully made any false statements, I will be liable for punishment in accordance with all applicable laws and statutes

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Please Print Name*

\_\_\_\_\_  
*Relationship to Business*

Sworn to me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of Deeds