



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
27 Ponquogue Avenue Hampton Bays, New York 11946
Phone: 631-702-1700
www.southamptontownny.gov/codeenforcement

Ryan Murphy
Town Code Compliance and
Emergency Management Administrator



Bulk Rental Renewal Permit Application Instructions

(Application is renewable every two years)

Any single owner, or person, managing agent, or designee who operates multiple dwelling units within a single property or structure may apply for rental permits and pay a biennial fee in accordance with the schedule below. A single application and single permit representative of all dwelling units on the property would be filed and issued in this process.

- (1) 4 to 10 Units \$200 per Unit
- (2) 11 to 25 Units \$2,500 Total Fee
- (3) 26 to 50 Units \$3,500 Total Fee
- (4) 51 to 100 Units \$5,000 Total Fee
- (5) 101 to 200 Units \$6,500 Total Fee
- (6) Over 200 Units \$8,000 Total Fee

****As always, the Town of Southampton reserves the right to conduct an inspection if necessary to satisfy any questions or concerns that may exist.**

The following items are required when submitting the Bulk Rental Renewal Permit application:

- Copy of the previously issued rental permit.
- Tenant information form
- Notarized affidavit.
- Documentation or proof for any claimed exemption.

Fees: *(Pay ONE of the following. Application fees are nonrefundable)*

- 4 to 10 Units \$200 per unit. **Unit Quantity** _____ **X \$200 =** _____ **total fee.**
- 11 to 25 Units. Total fee of \$2,500.00.
- 26 to 50 Units. Total fee of \$3,500.00.
- 51 to 100 Units. Total fee of \$5,000.00.
- 101 to 200 Units. Total fee of \$6,500.00.
- Over 200 Units. Total fee of \$8,000.00.



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
27 Ponquogue Avenue Hampton Bays, New York 11946
Phone: 631-702-1700
www.southamptontownny.gov/codeenforcement

Ryan Murphy
Town Code Compliance and
Emergency Management Administrator



BULK RENTAL RENEWAL PERMIT APPLICATION

Issued Rental Permit Number: _____ Expiration Date: _____ Today's Date: _____

1. Property Information:

Rental Property Address: _____

Units: _____

Tax Map Number: 0900- SECTION _____ - BLOCK _____ - LOT _____ - _____

Property Owner Name: _____ Date of Birth: _____

Property Owner Legal Address:
Address: (Cannot be the same as Rental Property Address)

Property Owner Mailing

Telephone Number (s): Daytime _____ Evening _____ Emergency _____

Property Owner Email Address: _____

❖ **If the rental dwelling units intended for rental occupancy is owned by a corporation, partnership, limited liability company, trust or other business entity, the name, address, telephone number of each owner, office, principal, shareholder, partner, and/or member of such business entity MUST be set forth below:**

Name: _____

Legal Address (No P.O. Boxes): _____

Mailing Address: _____

Title or position held with said corporation, partnership, and limited liability company or business entity:

Telephone Number (s): Daytime _____ Evening _____ Emergency _____

If necessary attach additional pages to supply above information.



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
27 Ponquogue Avenue Hampton Bays, New York 11946
Phone: 631-702-1700
www.southamptontownny.gov/codeenforcement

Ryan Murphy
Town Code Compliance and
Emergency Management Administrator



In the matter of the Application of

(Print Owners Name)

For a Rental Permit pursuant to Chapter 270 of the Southampton Town Code. STATE OF

NEW YORK)

COUNTY OF SUFFOLK) SS:

I, _____, being duly sworn, depose and say
Owners Affidavit:

1. I am the owner of the premise located at _____
In the Hamlet of _____, more particularly shown as Suffolk County Tax Map
Number: 0900- _____ - _____ - _____. _____ and as such I am familiar with the buildings and
structures located on the subject premises.
2. A copy of the previously issued valid rental permit is attached hereto.
3. The above mentioned rental property, to the best of my knowledge, fully complies with all of the provisions of the
Code of the Town of Southampton and the New York State Uniform Fire Prevention and Building Code.
4. The structure has not been physically altered in any way, except in full conformance with a valid building permit.
5. I am not aware of the property being in violation of the Code of the Town of Southampton or the New York State
Uniform Fire Prevention and Building Code.
6. I make this affidavit knowing full well that the Town of Southampton Code Enforcement will rely upon the facts
as stated herein to issue a rental permit pursuant to Chapter 270 of the Code of the Town of Southampton.
7. In the event of a change in ownership I understand that Rental Permits are non-transferable from one owner to
another.

Sworn to before me this _____
Day of _____, 20_____

Original Signature

Notary Public Original Signature and Notary Public Original Stamp



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
27 Ponquogue Avenue Hampton Bays, New York 11946
Phone: 631-702-1700
www.southamptontownny.gov/codeenforcement

Ryan Murphy
Town Code Compliance and
Emergency Management Administrator



BULK PERMIT TENANT INFORMATION

Managing Agent Information: (Agent's information)

Name of Managing Agent of dwelling unit, if any: _____

Address of Managing Agent (no P.O. Boxes): _____

Mailing Address of Managing Agent: _____

Telephone Number- Daytime: _____ Evening: _____ Emergency: _____

Email address: _____

Primary Tenant Names (For Each Unit Being Applied For):

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

Name: _____ Age _____ Unit # _____

(Any changes in Tenants please notify Code Enforcement Department at 631-702-1700 with the names of the new tenants, including all children and adults occupying the dwelling unit)



Town of Southampton
27 Ponquogue Avenue
Hampton Bays, NY 11946
Investigations & Enforcement Unit
Telephone 631 702-1700
Fax 631 283-2694

Ryan Murphy
Town Code Compliance &
Emergency Management Director

Martin Culloton
Town Investigator

Bryan Rondi
Code Enforcement Officer

Credit Card Authorization Form

I (we) hereby authorize Southampton Town Code Enforcement, a one-time charge against my credit card for the following amount \$_____.

Card Holder's Information

Name: _____

Company Name (if applicable): _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Credit Card Information

Credit Card Type: Master Card Visa Amex Discover Other

Credit Card Number: _____

Expiration Date: Month: _____ Year: _____ CVV Code: _____

Authorized Signature: _____ **Date:** _____