



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
 116 Hampton Road, Southampton, NY 11968
 Ph: 631-702-1700 Fx: 631-283-2694
www.southamptontownny.gov/codeenforcement

Steven Troyd
 Public Safety & Emergency
 Management Administrator

Ricardo Larios
 Town Investigator

Christopher Fraser
 Code Enforcement Officer

Rental Permit Renewal Application Instructions

Rental Permit Renewal Fee \$ 200 (*renewable every two years*)

Rental Permits are renewable every two years. Any rental permit that is about to expire or has expired sixty days or less may use the renewal application. If the Rental permit has expired over sixty days, please submit an original rental permit application.

The following items are required when submitted the renewal application:

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

FEES:

- New/Renewal Standard Fee: **\$200**
- Property in Violation of Chapter 270 (Rental Properties) Fee: **\$500**
- Income Qualified Tenant Fee Waived: • Enhanced Star, Veterans Exemption or Senior Citizens Exemption Fee: **\$100**
- Volunteer Fire Dept. or Ambulance Workers Real Property Exemption Fee: **\$100**
- Inspection/Certification by License Architect or Licensed Engineer Fee: **\$150**
- Sr. Citizen (as per §330-5) or Qualified Disabled Person (as per §216-2) Fee: **\$100**

In order to qualify for an exemption, documentation must be submitted with the renewal application. Both the Volunteer Fire Dept or Ambulance Workers real property exemption fee and the Senior Citizen or Qualified Disabled Person fee applies to the tenant residing in the rental dwelling not the property owner.



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RENTAL RENEWAL PERMIT APPLICATION

Rental Permit Renewal Fee \$200 (renewable every two years)

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

1. Property Information:

Rental Property Address: _____

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

Property Owner Name: _____ Date of Birth: _____

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

Property Owner Mailing Address:

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

Property Owner Email Address: _____

❖ **If the rental dwelling unit intended for rental occupancy is owned by a corporation, partnership, limited liability company 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.



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In the matter of the Application of

(Print Owners Name)

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

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS:

I, _____, being duly sworn, deposes and says:

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 renewal of a rental permit pursuant to Chapter 270 of the Code of the Town of
Southampton.
7. In the event of a change in tenancy occurring during a permit term, **I shall notify the Code Enforcement Unit, in
writing, of the identity of the new tenants.**

Dated: _____

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

Original Signature

Original Notary Signature and Original Notary Seal



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CHANGE OF TENANTS FORM

Rental Permit or application Number: _____

Rental Property Address: _____

Tax Map Number: _____

TENANT INFORMATION:

All Tenants Names (Include all Adults and Children Occupying the Dwelling, even if not listed on the Lease):

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

Term of the Lease: (Beginning Date/Ending Date):

Beginning Date: _____

Ending Date: _____

(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 not listed on the lease and the start date and end date of the lease)