



House Rental Application

SUBMITTED DOCUMENTS

- | | |
|--------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> APPLICATION FOR RENTAL PERMIT | <input type="checkbox"/> SURVEYS & FLOOR PLANS |
| <input type="checkbox"/> NOTARIZED AFFIDAVITS | <input type="checkbox"/> VERIFICATION OF INSPECTION |
| <input type="checkbox"/> DISCLOSURE AFFIDAVIT | <input type="checkbox"/> OCCUPANCY REGISTRATION |
| <input type="checkbox"/> PAYMENT OF FILING FEES | <input type="checkbox"/> FULLY EXECUTED LEASE / HOUSE RENTAL AFFIDAVIT |

FOR INTERNAL USE ONLY

Application Date:	Rental Address:	Rental Occupancy Permit #:
Owner:		Permit Expiration:
Owner Address:		Owner Contact #:
Manager:		Manager Contact #:
# of Bedrooms:	Fee:	
Dwelling Registration # (Advertising Purposes)		Initial Issue Date:

INCORPORATED VILLAGE OF POQUOTT

45 Birchwood Avenue | Poquott, NY 11733

Phone (631) 476-4043 / Fax (631) 331-0402 / Website - www.villageofpoquott.com

Instructions:

- 1. Permit Application** – A completed Rental Application must be completed and signed by the property **OWNER and/or PROPERTY MANAGER**. This is a discretionary permit.
- 2.** Owner and Property Manager (if applicable) complete Endorsement to Validate Application.
- 3.** Owner must complete Disclosure Affidavit in accordance with New York State Law.
- 4. Fees** – All fees and payments are due at the time of submission of the application.
- 5. Survey and Floor Plans** – Submit two copies in accordance with page 9 of the application.
- 6. Upon receipt of the application, you will receive a Rental Dwelling Registration Number.** This number must be published in all advertisements or listings of the rental property. No tenants may occupy the rental dwelling at this time.
- 7. Inspection** - Upon the filing of a Rental Permit Application the owner/applicant of the rental dwelling unit shall arrange for an inspection of the unit no later than thirty (30) days from the date of application with the Poquott Village Building Inspector or Building Safety Inspector to ensure the property meets all applicable housing, sanitary, building, electrical and fire codes.

The owner of the premises, as an alternative to an inspection by a Village Official may obtain an inspection of the property and dwelling to be rented and provide the Village a certified, stamped report by a New York State licensed architect or engineer certifying that the premise is free of violations and complies with the New York State Uniform Fire Prevention and Building Code and the Poquott Village Code.

- 8. Rental Occupancy Registration Form** – Upon signing a lease with a tenant, the applicant shall complete the Rental Occupancy Registration Form and provide a copy of the lease to the Village of Poquott.

In the event that any information required on the rental occupancy permit form should change during the effective period of the rental permit, including, but not limited to, the change in tenants, rental period or term, the commencement of a new rental period or term, the number of tenants, or the number of bedrooms, the property owner shall immediately notify the Village of Poquott. Failure to deliver notice of error and/or change in information as required shall constitute grounds for revocation of the Rental Permit upon no less than 10 days written notice from the Code Enforcement Official.

A new Rental Occupancy Registration Form **along with new Written Agreement or Lease** must be submitted prior to subsequent occupancy.

- 9.** Upon completion of the Rental Occupancy Registration Form and receipt of the written lease, the Village will issue a Rental Occupancy Permit and your tenant may occupy the rental dwelling.

Rental Regulations of the Poquott Village Code

Chapter 123: <https://ecode360.com/PO2249>

I understand that the above listed local code of the Village of Poquott can be found in it's entirety at the above website link and that I may also view such local law in person at the Poquott Village Clerks Office. The information listed below is just a portion of the local law.

By signing the Endorsement to Validate the Application, I agree that I have read and understand the local laws that pertain to Rental Regulations in the Village of Poquott.

Every Owner of a rental dwelling in the Village of Poquott shall enter into a notarized written rental agreement or lease signed by the owner or manager and the tenants of the rental unit which shall state the terms of the rental or lease, the names of the tenants that are included under that agreement and the names of any other occupants of the premises. A copy of such rental agreement or lease shall be provided to the Village of Poquott before a Rental Occupancy Permit can be issued. If the owner fails or refuses to submit the written agreement as specified in this Chapter, the Rental Dwelling Registration Number shall be revoked. When no written lease or agreement exists, the Village of Poquott may, at the discretion of the Board of Trustees, accept a House Rental Affidavit on a form provided by the Village of Poquott in lieu of a lease agreement.

Each rental agreement shall state that the agreement and the tenancy thereunder may not be sublet or assigned and no shares or units of occupancy may be sold or transferred and that any sublet or assignment of the rental, or sale or assignment of units of occupancy shall be a violation of this Chapter and render the rental agreement void. A copy of the rental agreement, lease, or affidavit must be maintained at the rental dwelling attached to the Rental Occupancy Permit and both must be presented to the Code Enforcement Official upon his request in the course of performing his official duties at any reasonable time of the day. Failure to provide the Rental Occupancy Permit and/ or a copy of the rental agreement, lease, or affidavit at the time of the request is a violation of this chapter.

Change in conditions. In the event that any information required on the rental occupancy permit application should change during the effective period of the rental registration, including, but not limited to, the change in tenants, rental period or term, the commencement of a new rental period or term, the number of tenants, or the number of bedrooms, the property owner shall immediately notify the Village of Poquott by delivering a sworn written notice of such change to the Building Department, which shall include such notice in the records for the rental registry. Failure to deliver notice of error and/ or change in information as required under this section shall be a violation of this Chapter and constitute grounds for revocation of the Rental Occupancy Permit and the Rental Dwelling Registration Number upon no less than 10 days written notice from the Code Enforcement Official. Change in ownership. A change in ownership of the rental dwelling shall void the Rental Occupancy Permit and the Rental Dwelling Registration Number. Any new owner will be required to file a new Rental Occupancy Permit application.

It shall be unlawful and a violation of this Chapter for any person, business, or entity to rent any residential property or any portion thereof for a term of twenty-nine (29) days or less. The short-term rental of a property is deemed to be commercial use of that property.

Rental Occupancy Permits issued pursuant to this Chapter shall be valid for a period of two years from date of issuance (unless terminated in advance of that term by the Village). A renewal application for a rental permit for a rental dwelling unit shall be made, in writing, by the owner of the property to the Building Department on a form provided therefor on or 90 days prior to the expiration date of any valid rental occupancy permit.

The leasing, use or occupancy by a tenant of less than the entire dwelling unit is prohibited a violation of this Chapter. The subleasing of any rental dwelling, either with or without a Rental Occupancy Permit by any person, business, or entity shall be a violation of this Chapter.

APPLICATION FOR RENTAL PERMIT

Applicant must complete this portion of the Application entirely.

OWNER INFORMATION		
Name of Property Owner:		
Address of Property Owner:		
Address of Rental Property in Poquott:		
Tax Map Number:		
Home Telephone #:	Mobile #	Work #
Email Address:		
Fire Insurance Carrier Name:		
Policy Number:	Policy Expiration Date:	

PROPERTY MANAGER INFORMATION	
Name of Property Management:	
Name of Contact:	
Address of Property Management Company:	
Work Phone:	Cell Phone (optional):
Email	

ENDORSEMENT TO VALIDATE APPLICATION (Owner)

Sign and notarize the following in order to tender the Application:

Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I _____ hereby certify that I have received, read and understand all of the enclosed instructions and Village Laws regarding the Rental Registration Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed permitted rental uses proposed. Additionally, I swear that the rental application being presented is for a term greater than 30 days and that I am fully aware that Short Term Rentals (STRs) of a period of 29 days or less are prohibited in the Village of Poquott. Further, I swear that there are no existing or outstanding violations of any state, county or local laws, rules or regulations pertaining to the property and dwelling unit structure subject of this Application.

The undersigned does hereby Hold Harmless, indemnify and defend the Incorporated Village of Poquott from any and all liability, loss, damage, expenses, claims, suits or proceedings and cause of actions of any kind and nature arising out of the aforementioned Rental Application.

OWNER Name _____

OWNER Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

ENDORSEMENT TO VALIDATE APPLICATION (Property Manager)

Sign and notarize the following in order to tender the Application:

Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I _____ hereby certify that I have received, read and understand all of the enclosed instructions and Village Laws regarding the Rental Registration Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed permitted rental uses proposed. Additionally, I swear that the rental application being presented is for a term greater than 30 days and that I am fully aware that Short Term Rentals (STRs) of a period of 29 days or less are prohibited in the Village of Poquott. Further, I swear that there are no existing or outstanding violations of any state, county or local laws, rules or regulations pertaining to the property and dwelling unit structure subject of this Application.

The undersigned does hereby Hold Harmless, indemnify and defend the Incorporated Village of Poquott from any and all liability, loss, damage, expenses, claims, suits or proceedings and cause of actions of any kind and nature arising out of the aforementioned Rental Permit Application.

PROPERTY MANAGEMENT Name _____

PROPERTY MANAGEMENT Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

FEES AND PAYMENTS

Application Fees – Applicants must pay the Application Fees identified in the table below. **Applicants are advised that in addition to the Application Fees, all Applicants will be assessed the actual cost incurred by the village for legal and engineering review of the Application by the Village’s consultants.**

<u>Two Year Rental Permit</u>	Two Year Application Fee
Rental Dwelling	
<i>One Bedroom</i>	\$250
<i>Two Bedrooms</i>	\$375
<i>Three Bedrooms</i>	\$500
<i>Four Bedrooms</i>	\$625
<i>Each Additional Bedroom Above Four Bedrooms; not</i>	\$125

Renewal Fees – The permit must be renewed every two (2) years by payment of the fee. If any changes occur (areas occupied or tenant change), you must notify the Village Clerk.

SURVEY AND FLOOR PLAN

The following is a list of items that are required in order to submit an application that can be reviewed by the Building Inspector. **Note: The Incorporated Village of Poquott reserves the right to impose additional requirements as deemed necessary by the Village Board of Trustees.** ALL permits are valid for two (2) years.

1. **Two (2) copies** of a survey prepared by a New York State Licensed Surveyor (surveys must be complete, legible and to scale). Pencil in additions or accessory structures proposed to scale. Show exact dimensions and distance to all property lines. If you are making a grade change to your property, the survey must present elevations inclusive of two-foot contour isopleths. Additionally, all surveys must show deed restrictions and restrictive covenants. **Surveys must be dated within five years of the applications.**
2. **Two (2) sets of floor plans** drawn with a straight edge in scale, include all floor levels and basement, be neat, accurate and include dimensions and information on the occupants and uses of all rooms, hallways, foyers, and other spaces; partitions, window type and sizes for sleeping rooms; door dimensions, location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.
3. **Inspections by the NYS Code Official, Village Building Inspector NYS Licensed Engineer or NYS Licensd Architect are required** in order to ensure the terms and conditions of the permit have been met. Inspections are by appointment only and can be made with the Inspector by calling Village Hall at (631) 476-4043 ext. 13. An inspection of the unit will be made within thirty (30) days of receipt of a Permit Application. The Building Inspector an/or NYS Code Enforcement Official, certifies the structure and the dwelling units contained therein meet all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including The Property Maintenance Code of NYS and The Fire Code of NYS. The Rental Registration Permit will only be issued upon approval of the Building Inspector inspection. Permits are issued or denied within two (2) weeks of completion of the inspection by the Building Inspector. Additional inspections as required by Engineer and/or Village Code Violations will incur an additional fee of \$100.00 per hour.
4. It is the responsibility of the Applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County as required by the State Environmental Quality Review Act (SEQR). This may require coordinated review as determined by all involved agencies. **NO PERMIT WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**

VERIFICATION OF INSPECTION

Applicant wishing to obtain an inspection of the property and dwelling to be rented by an outside agent (NYS licensed architect or engineer) must submit a certified stamped report as well as the following information:

INSPECTION PERFORMED BY (please select one):		
<input type="checkbox"/> NYS Licensed Architect	<input type="checkbox"/> NYS Licensed Engineer	
Name:		
Name of Firm (If Applicable):		
Address:		
City:	State:	Zip:
Telephone:	E-Mail:	
NYS License Number:	License Expires:	

I decline to hire an outside agency and hereby request that an inspection be completed by the Poquott Village Building Inspector and/or Building Safety Inspector.

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

RENTAL OCCUPANCY REGISTRATION FORM (FOR EACH NEW OCCUPANCY)

A new Rental Occupancy Registration Form along with a new Written Agreement or Lease must be submitted to the Village prior to subsequent occupancy. Every owner/applicant of a rental dwelling in the Village of Poquott shall enter into a notarized written rental agreement or lease signed by the owner or manager and the tenants of the rental unit which shall state the terms of the rental or lease, the names of the tenants that are included under that agreement and the names of any other occupants of the premises. A copy of such rental agreement or lease shall be provided to the Village of Poquott before a Rental Occupancy Permit can be issued. If the owner fails or refuses to submit the written agreement the Rental Dwelling Registration Number shall be revoked. Failure to deliver notice of error and/or change in information as required shall constitute grounds for revocation of the Rental Permit upon no less than 10 days written notice from the Code Enforcement Official.

Date of Submission:	Rental Occupancy Permit #:	New Rental Registry #:
Rental Address:		
Name of Renter/Tenant(s):		
Last Address of Renter/Tenant(s):		
Renter/Tenant(s) Vehicle(s) Information:		
Terms of Rental:		
Is the Renter Listed as a Registered Sex Offender in any State of the United States? (yes or no):		
Telephone Number (Home)	Mobile #	
Email Address of Renter:		

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO §210.45 OF THE NEW YORK STATE PENAL LAW. *The undersigned does hereby Hold Harmless, indemnify and defend the Incorporated Village of Poquott from any and all liability, loss, damage, expenses, claims, suits or proceedings and cause of actions of any kind and nature arising out of the aforementioned Rental Renewal Application.*

SIGNATURE

DATE

PRINT NAME

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

NOTARY PUBLIC