



# INCORPORATED VILLAGE OF POQUOTT

45 Birchwood Avenue | Poquott, NY 11733  
 Phone (631) 476-4043 / Fax (631) 331-0402  
 Website - www.villageofpoquott.com

| VILLAGE USE ONLY                  |
|-----------------------------------|
| Permit #                          |
| Dwelling<br>Registration # (adv.) |
| Date Inspection:                  |
| Date Approved:                    |
| Date Received:                    |

## TWO YEAR RENTAL PERMIT RENEWAL

|  |                        |
|--|------------------------|
| <input type="checkbox"/> Check here if you have a new occupant - A Rental Occupancy Reg. Form (page 3) will need to be filled out. |                        |
| Property Address:  |                        |
| Property Owners Name (individual):   |                        |
| Business Name/Corporation (if applicable):   |                        |
| Owner's Mailing Address:   |                        |
| E-Mail:  | Home Phone:            |
| Cell Phone:  | Work Phone:            |
| Property Management Company Name:  |                        |
| Property Management Contact:   |                        |
| Address of Property Management:  |                        |
| E-Mail:  |                        |
| Work Phone:  | Cell Phone (optional): |

**PLEASE NOTE: if the applicant fails to get an inspection done before the renewal date an administrative late fee of \$200 will be included in addition to your two-year rental renewal fee**

**Please initial each statement after reading and agreeing to terms:**

\_\_\_\_\_ There have been / have not been (please circle) changes made to designated agent or person responsible for property maintenance.  
 \_\_\_\_\_ There have been / have not been (please circle) changes made to the dwelling such as construction, demolition, or major alterations since my last application.

If changes have been made to any of the above sections, please provide details:

|  |
|--|
|  |
|--|

\_\_\_\_\_ There have been / have not been (please circle) changes made to the occupancy in the rental unit. If there have been or will be changes to occupancy please read and complete the section RENTAL OCCUPANCY REGISTRATION FORM

**If any owner permanently resides outside the County of Suffolk, they must designate an agent to receive service of process and designate a responsible local party or agent for purposes of notification in the event of an emergency or violations. Please Initial.**

\_\_\_\_\_ I certify that I reside in Suffolk County and do not require a designated agent.  
 \_\_\_\_\_ I reside outside the County and my designated agent is:

|                           |        |
|---------------------------|--------|
| Designated Agent Name:    |        |
| Designated Agent Address: |        |
| E-Mail:                   | Phone: |

**PLEASE MAKE YOUR SELECTION BELOW:**

\_\_\_\_\_ Pursuant to §123-9(B) of the Poquott Village Code, a prerequisite to obtaining a rental permit or renewal is to have an inspection of the property conducted to ensure that it is in compliance with all applicable provisions of the Poquott Village Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes. I choose to have a Poquott Village Code Official conduct such inspection at no cost to me.

\_\_\_\_\_ I choose to submit a Certification from an approved licensed professional. I understand that it is my responsibility to pay all costs related to this inspection and provide the village with such documents.

**DECLARATION OF APPLICANT**

I, \_\_\_\_\_ certify under penalty of perjury, that I am the lawful owner or managing agent of the property for which a rental permit is requested, and that:

- (1) The statements made in this application (including statements made in accompanying papers) and all documents submitted with the application (including surveys and plans) are true and accurate to the best of my knowledge and belief;
- (2) There are no existing code violations of the Village of Poquott, or the Building, Residential or Property Maintenance Codes of the State of New York on the property; and
- (3) I do not have any knowledge of any complaints from tenants, neighbors or others concerning the condition or current use of the property; and
- (4) I understand and acknowledge that in no instance shall the filing of this application and payment of fees be construed as to exonerate the owner or managing agent of responsibility for compliance with all applicable local, county, state or federal laws, rules and regulations; and
- (5) I agree to abide by the provisions of Chapters 120 (Property Maintenance) and Chapter 123 (Rental Permits) of the Incorporated Village of Poquott and understand that I can request a copy of these provisions, or I can access the Village Website at [www.villageofpoquott.com](http://www.villageofpoquott.com) to review them; and
- (6) I understand that Short Term Rentals (STRs) of a period of 29 days or less are prohibited in the Village of Poquott that the rental renewal application being presented will be for rentals with term greater than 30 days.
- (7) I have had a full opportunity to review the application and submissions, and I am making these statements and representations with full knowledge that the Village of Poquott is relying on my statements and submissions as a basis for the issuance of a rental property permit.

**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

## VERIFICATION OF INSPECTOR

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 the following information:

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

Upon the filing of a Rental Permit Renewal Application the owner/applicant of the rental dwelling unit shall arrange for an inspection of the unit within thirty (30) days. 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. When within the two weeks of the approved inspection a rental permit is issued, it is valid for 24 months from the date of issuance and must be renewed every two years.

The owner of the premises, as an alternative to an inspection by a Village Code 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.

## RENTAL OCCUPANCY REGISTRATION FORM (FOR EACH NEW OCCUPANCY)

Applicant must complete this portion of the Application entirely and present it to Village Hall prior to tenant occupancy. A copy of a fully executed lease, detailing lease terms must be included with this application. Owner shall complete and submit a new Rental Occupancy Registration Form and obtain a new Rental Occupancy Permit Number for each new tenancy and each new term granted.

|  |                         |         |
|--|-------------------------|---------|
| <b>RENTAL OCCUPANCY</b> – The occupancy or use of a dwelling unit by one or more persons as a home or residence under an arraignment whereby the occupant or occupants thereof pay rent for such occupancy and use either in whole or in part. <b>NOTE: This information must be provided for EACH individual Rental Occupancy Renter (Tenant)</b> |                         |         |
| 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 of Renter (cell):  | (home):                 | (work): |
| Email Address of Renter: (home):   | (work):                 |         |
| Previous or Current Fire Insurance Carrier Name of Renter:   |                         |         |
| Last Renter Policy Number:   | Policy Expiration Date: |         |

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.

**Written Agreement or Lease** – Prior to tenant 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.

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.