

INCORPORATED VILLAGE OF NORTH HAVEN

Building & Zoning Department

335 Ferry Road, Sag Harbor, New York 11963

(631) 725-1378 FAX: (631) 725-1120

PROCEDURE FOR OBTAINING SUMMER RENTAL PERMIT

Please be advised that the following are steps and conditions necessary for obtaining Summer Rental Permits in the Village of North Haven.

Application must be filled out by the owner of the property with the names and legal address of the tenant as well as all vehicle information if applicable.

The signature of both the owner and the tenants are required.

A fee of \$250.00 (cash or check) made out to the Village of North Haven must accompany each application.

A contract from a carter is required for garbage collection and must accompany the application. (An affidavit executed by the owner will be accepted in lieu of the contract.)

A life and safety inspection scheduled with the Village Building Inspector

PERMITS ARE ISSUED PURSUANT TO THE TERMS OF THE VILLAGE CODE.

RENT SHARED BY NO MORE THAN THE PERMITTED NUMBER OF ADULTS.

INCOMPLETE APPLCATIONS WILL NOT BE ACCEPTED AT THE VILLAGE OFFICE. INCOMPLETE APPLICATION RECEIVED BY MAIL WILL BE RETURNED TO SENDER.

PERMIT MUST BE DISPLAYED AT RENTAL PROPERTY

(In order for applications to be processed for the weekend, they must be submitted no later than Monday afternoon at 4:00 pm.)

**VILLAGE OF NORTH HAVEN
SUMMER RENTAL OCCUPANCY PERMIT APPLICATION**

SUMMER 20

Section: _____ Block: _____ Lot: _____

Owner: _____

Permanent Address: _____

Telephone Number: _____

Email Address _____

Owners Signature: _____

LOCATION OF RENTAL PROPERTY

REAL ESATE BROKER IF APPLICABLE

AGENT NAME & PHONE NUMBER

NUMBER OF BEDROOMS: _____

DATES OF LEASE: FROM: _____ TO: _____

The number of motor vehicles permitted to be parked on the premises between the hours of 1:00 a.m. and 6:00 a.m. shall not exceed one (1) motor vehicle for each conventional bedroom, plus one (1) additional motor vehicle.

Have there been any violations of the Village Code during then last rental season?

_____ YES _____ NO -- IF YES, EXPLAIN:

A filing fee of \$250.00 is required with submission of application. Please make checks payable and submit to the Village of North Haven. Applications will be received by the Building Department Monday to Friday 9:00 a.m. to 4:00 p.m. In order for applications to be processed for the weekend, they must be submitted no later than Monday afternoon at 4:00 p.m.

THIS OFFICE WILL NOT ACCEPT INCOMPLETE APPLICATIONS

TENANT INFORMATION

Note: the NAME and PERMANENT ADDRESS of each adult (18 and over) who will use the property and if unrelated not exceeding six (6) adults or two (2) to a conventional bedroom, whichever is fewer, is required:

- 1) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR: _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

- 2) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

- 3) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

- 4) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR: _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

- 5) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

- 6) NAME: _____ DATE OF BIRTH _____
ADDRESS: _____
TELEPHONE _____ VEHICLE MAKE/COLOR: _____
SIGNATURE: _____
LICENSE PLATE #: _____ STATE _____

The above consent and designate the Village Clerk, Village of North Haven as their agent to accept service of any process relating to the summer rental.

This application will not be accepted for filing unless signed by each owner and each adult tenant.