

TOWN OF HUNTINGTON
100 Main Street Room G-9
Huntington, New York 11743

RENTAL REGISTRATION FORM

TO BE COMPLETED BY FEBRUARY 1ST OF EACH YEAR-**OR**- WITHIN THIRTY (30) DAYS OF UTILIZING AS A RENTAL

1. Owner Information (if more than one (1) owner please list each individual and percentage of ownership:

(a) _____, b) _____
(first name, middle initial, last name) (first name, middle initial, last name)

(current mailing address- P.O. Box NOT Acceptable) (current mailing address- P.O. Box NOT Acceptable)

(home) _____ (work) _____ (home) _____ (work) _____

(cell) _____ (e-mail) _____ (cell) _____ (e-mail) _____

If any owner permanently resides outside the County of Suffolk they must designate an agent to receive service of process in Part 5 of this form. Failure to provide the name and address of an agent for service of process shall be a violation of the law and punishable by a fine.

2. Rental Property Information

Tax Map # 0400- _____

(Physical Address of Premises)

My entire house is rented to one family _____

This property has individual rooms rented _____ How many rooms are rented _____ Is there a second kitchen? _____

- Single Family Dwelling
 Multiple Family Dwelling
 Apartment Complex
 Other: _____

3. Required Documents and Certification-COPIES OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION: (NEW REGISTRATIONS ONLY)

_____ Proof of Ownership (Copy of Recorded Deed & Driver's License)

_____ (2) Proofs of Residency From Each Owner:
(telephone bill, bank statements, charge card statements)

_____ Notarized Certification of Rental Occupancy (**2nd page of this application**)

_____ Payment of **\$75.00 Fee**: Check/Money Order# _____ (**CASH NOT ACCEPTED**)
CHECK/MONEY ORDER SHOULD BE **MADE PAYABLE TO THE TOWN OF HUNTINGTON**

OFFICE USE ONLY - TO BE COMPLETED BY THE DEPARTMENT OF PUBLIC SAFETY

RENTAL REGISTRATION APPLICATION # _____

RECEIPT # _____; **CERTIFICATE ISSUED** _____

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4. Designation of Agent for Service of Process

Owner's name as listed in Part 1 or Supplement

(Designated Agent's Name)

(Designated Agent's Address)

PLEASE NOTE: THE DESIGNATED AGENT'S ADDRESS CANNOT BE A P.O.BOX ADDRESS AND MUST BE AN ADDRESS WITHIN SUFFOLK COUNTY. PLEASE SEE RESIDENCY REQUIREMENT ON PAGE 1.

4a. Designation of Agent for Service of Process

Owner's name as listed in Part 1 or Supplement

(Designated Agent's Name)

(Designated Agent's Address)

PLEASE NOTE: THE DESIGNATED AGENT'S ADDRESS CAN NOT BE A P.O.BOX ADDRESS AND MUST BE AN ADDRESS WITHIN SUFFOLK COUNTY. PLEASE SEE RESIDENCY REQUIREMENT ON PAGE 1.

5. Registration Status (Check all that apply)

_____ This is a **New Registration**. This property is being listed as a rental property, by me, for the first time.

_____ This is a transfer of ownership registration . I have recently assumed ownership of the subject property which has previously been listed with the Town of Huntington Department of Public Safety.

6. Notarized Rental Occupancy Affidavit

ALL OWNERS LISTED IN PART ONE AND WITHIN THE SUPPLEMENT ATTACHED HERETO MUST SWEAR THE FOLLOWING TO BE TRUE UNDER PENALTY OF THE LAW. PLEASE READ CAREFULLY.

I HEREBY CERTIFY THAT I AM THE LAWFUL OWNER IN FEE OF THE PREMISES DESCRIBED IN PART 3 AND ALL INFORMATION PROVIDED HEREIN ON THIS FORM AND ANY DOCUMENTS ATTACHED HERETO ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND AS SUCH SUBMIT THIS INFORMATION FOR PURPOSES OF REGISTRATION ONLY. I UNDERSTAND THAT THIS REGISTRATION IS IN NO WAY CERTIFICATION OR PROOF THAT THE STRUCTURE LISTED IN PART 3 IS PRESENTLY IN COMPLIANCE WITH ALL ACCEPTABLE LAWS OR IS IT DEEMED LEGAL BY THE TOWN OF HUNTINGTON. I UNDERSTAND THAT ALL AND ANY ADVERTISING THAT IS UNDERTAKEN BY MYSELF OR OTHERS FOR THE PURPOSE OF SECURING TENANTS FOR THE STRUCTURE LISTED IN PART 3 MUST ALWAYS LIST THE RENTAL REGISTRATION APPLICATION NUMBER.

NOTARY PUBLIC

(Owner) (Date)

(Owner) (Date)

(Other Owners) (Date)

Sworn to me this _____ date

Of _____ 200_____