



Department of Public Safety  
Division of Rental Permits  
Town Hall • 100 Main Street  
Huntington, NY 11743-6991

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Public\_safety@HuntingtonNY.gov

## RENTAL PERMIT APPLICATION

### 1. PROPERTY TYPE

- Single Family Dwelling    
  Two-Family Dwelling (One Unit Rented)    
  Two-Family Dwelling (Both Units Rented)    
  Condominium/Townhouse

### 2. OWNERSHIP TYPE

- Individual    
  Corporation    
  Partnership    
  Trust    
  Contract for Deed    
  Other

If "Other", Please Specify: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_ TAX MAP # 0400 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(SEE TAX BILL)

### 3. OWNERSHIP INFORMATION

Business Name: \_\_\_\_\_

(Required if Applicable)

Name of Individual: \_\_\_\_\_

Chief Operating Officer/Owner

FIRST

MI (REQUIRED)

LAST

Owner Mailing Address: \_\_\_\_\_

**PO BOXES ARE NOT ACCEPTABLE**

E-Mail: \_\_\_\_\_@\_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**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.**

### 4. PERSON RESPONSIBLE FOR MAINTENANCE OF THE RENTAL PROPERTY

- The owner listed above is responsible for maintenance & management of the above described property

Name of Property Management Company: \_\_\_\_\_

Name of Property Manager/Agent: \_\_\_\_\_

E-Mail: \_\_\_\_\_@\_\_\_\_\_ Phone: \_\_\_\_\_



5.

## PAYMENT SCHEDULE

NEW APPLICATION FEE: \$75.00  
 \*RENEWAL APPLICATION FEE: \$25.00  
 \*\*PERMIT FEE: (regardless of renewal) \$475.00

CASH IS NOT ACCEPTED FOR  
 PAYMENTS OVER \$25.00. CHECK/MONEY  
 ORDER SHOULD BE MADE PAYABLE TO  
THE TOWN OF HUNTINGTON

\*Renewal Application Fee – All applications for a renewal of a permit should be filed before the expiration of the original permit and are subject to late charges.

\*\*Permit Fee – The permit fee should be payable on or before a rental permit or renewal permit is issued. Those who fail to renew their permits on a timely basis are subject to a late charge equal to two times the amount of the permit fee.

6.

## PROPERTY DESCRIPTION

EXTERIOR BASEMENT ENTRANCE:  YES  NO \*Please fill in table with numbers of rooms on each level

ROOMS	LIVING	DINING	KITCHEN	FAMILY ROOM	REC. ROOM	BEDROOM	FULL BATHS	HALF BATHS	STORAGE	OTHER
LEVEL 1										
LEVEL 2										
BASEMENT										

**IF THE DWELLING DOES NOT MEET THIS CRITERIA (SPLIT LEVEL HOMES, MULTIPLE FLOORS, ETC.) PLEASE ATTACH ALL NECESSARY FLOOR PLANS AND DWELLING INFORMATION RELATED TO THE TABLE ABOVE AT THE END OF THIS PACKET**

7.

## OCCUPANCY DETAILS

LEVEL 1	SQ. FT.	# OCCUPANTS	LEVEL 2	SQ. FT.	# OCCUPANTS	BASEMENT	SQ. FT.	# OCCUPANTS
BEDROOM 1			BEDROOM 1			BEDROOM 1		
BEDROOM 2			BEDROOM 2			BEDROOM 2		
BEDROOM 3			BEDROOM 3			BEDROOM 3		
BEDROOM 4			BEDROOM 4			BEDROOM 4		

Please include any additional areas used for the occupants/include any information that exceeds the boxes above: \_\_\_\_\_

8.

## GARAGE

GARAGE:

 ATTACHED GARAGE ONE CAR GARAGE GARAGE CONVERSION: YES  NO DETACHED GARAGE TWO CAR GARAGE YES  NO

OTHER: \_\_\_\_\_

 PARTIAL

OTHER (please specify): \_\_\_\_\_



**Pursuant §160-25(C)(9) of the Huntington Town Code, a prerequisite to obtaining a rental permit is to have an inspection of the property conducted by either a Town of Huntington Code Enforcement Officer, a licensed professional engineer or a licensed architect, who must sign the enclosed Certification attesting that the property is in compliance with all applicable provisions of the Huntington Town Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes.**

**Please make your selection below:**

\_\_\_\_\_ **I am submitting a Certification from a licensed professional engineer or a licensed architect.**  
(See "Rental Permit General Information and Instructions")

\_\_\_\_\_ **I am requesting an inspection to be performed by a Code Enforcement Official from the Town of Huntington.**

DECLARATION OF APPLICANT

State of New York )  
County of Suffolk ) ) ss.:

I/We, \_\_\_\_\_ and \_\_\_\_\_ certify under penalty of perjury, that I/we am/are the \_\_\_\_\_ lawful owner(s) 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; and
- (2) There are no existing safety or health code violations of the Code of the Town of Huntington or of the Building, Residential and 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 Chapter 124 (Housing Standards and Property Maintenance) and Chapter 160 (Registration and Permitting of Property) of the Huntington Town Code and understand that I can request a copy of these provisions, or I can access the Town Website at [www.huntingtonny.gov](http://www.huntingtonny.gov), and link to "Government" on the main menu, then link to the Town Code as provided in that section; and
- (6) I have had a full opportunity to review the application and submissions, and am making these statements and representations with full knowledge that the Town of Huntington 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**

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**APPLICATION REQUIREMENTS  
\*INTERNAL USE ONLY\***

<input type="checkbox"/>	COPY OF LATEST DEED TO THE PROPERTY	<input type="checkbox"/>	COPY OF THE LATEST SURVEY OF THE PROPERTY
<input type="checkbox"/>	COPY OF GOVERNMENT ISSUED PROOF OF RESIDENCY OF OWNER(S) (PASSPORT, DRIVER'S LICENSE, ETC.)	<input type="checkbox"/>	TOWN OF HUNTINGTON INSPECTION OR INSPECTION FROM LICENSED ENGINEER
<input type="checkbox"/>	COMPLETED APPLICATION (NOTARIZED, WITH CONTACT INFORMATION AND LOCATION OF DWELLING)	<input type="checkbox"/>	FLOOR PLAN OF EACH DWELLING UNIT
<input type="checkbox"/>	CARBON MONOXIDE & SMOKE DETECTOR AFFIDAVIT	<input type="checkbox"/>	ANY ADDITIONAL INFORMATION/DOCUMENTATION DEEMED NECESSARY BY THE DIRECTOR OF PUBLIC SAFETY

**APPLICATION PAYMENT**

CREDIT CARD                       CHECK                       MONEY ORDER

AMOUNT PAID: \_\_\_\_\_

CHECK/MONEY ORDER NO. \_\_\_\_\_

