



## **INSTRUCTIONS TO TRANSFER** **AN ACCESSORY APARTMENT PERMIT**

The permit must be current & valid to process your transfer. Application for transfer must be made **prior to the transfer of title (i.e. closing) of the home. Failure to submit the required documentation in a timely manner could invalidate the existing Accessory Apartment permit.**

In order to transfer an Accessory Apartment permit, the buyer(s) or Contract Vendees must comply with the following steps:

1. Complete an Application & Attachment "A". All owners' signature(s) must be notarized.
2. Submit a copy of the contract in your name(s).
3. Payment of \$125.00, **acceptable only by check, money order or credit card, payable to the "Town of Huntington"**.
4. Submit a letter of intent to occupy the premises upon transfer of title. **THIS IS AN OWNER OCCUPIED PERMIT.**
5. Please mail the above items to: Town of Huntington, Accessory Apartment Bureau, Room 205, 100 Main Street, Huntington, NY 11743.

In order to finalize the transfer of the permit, within 45 days of closing you must submit the following:

1. A filed copy of your deed (recorded by Suffolk County Clerk in Riverhead).
2. A photocopy of all owner(s) driver's license(s) or NYS Identification card(s).
3. Two (2) proofs of residence. The **ONLY** acceptable proofs of residence are:
  - **Current home telephone bill or cell phone bill**
  - **Bank account statement (checking or savings)**
  - **Credit card statement**
  - **Cablevision Statement**
4. Five (5) photographs of the dwelling's exterior (showing front, back & each side), one (1) of the driveway (from the street). **NOTE:** In the event the full driveway is too large, please take additional photographs to show all parking.