

DANIEL B. WHALEN

**SUPERINTENDENT
BUILDING DEPARTMENT**

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The Incorporated

**INCORPORATED VILLAGE of
MINEOLA**

Village of Mineola

155 WASHINGTON AVENUE, MINEOLA, NY 11501

January, 2020

Regarding Address:

Re: Incorporated Village of Mineola Rental Registration Law

Dear Owner:

Enclosed please find the Bi-Annual Rental Registration Forms. Kindly follow the attached directions and submit the completed application and fees.

Pursuant to Section 414-6, you are required to complete and submit the enclosed application to the Village's Building Department along with the appropriate fee as enumerated in Section 414.7. Upon receipt of your completed application, pursuant to Section 414.8, it is the owner's responsibility to call the Building Department at 746-0750 ex. 254 or 255 to schedule the required inspections of all units. Pursuant to Section 414.9, all rental registration permits issued shall be valid for a period of two (2) years from the date of issuance.

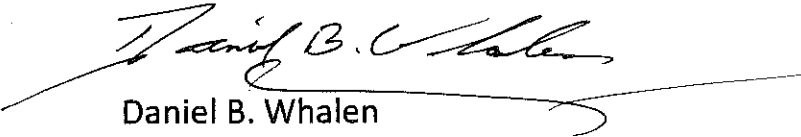
Your completed application must be submitted on or before March 31, 2020. Your failure to submit the required application on or before March 31, 2020 will render you in violation of Article II, Section 414.5 and may result in the issuance of a summons.

For your convenience, detailed instructions for the completion of the application are enclosed. Should you have any questions regarding the requirements of Chapter 414, please do not hesitate to contact my office.

Finally, I have enclosed a Rental Registration Form. In the event that the tenancies referred to in your Rental Occupancy Permit Application should change, this form shall be completed by you and submitted to the Building Department noting such changes.

Thank you for your anticipated cooperation.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Daniel B. Whalen", with a long horizontal flourish extending to the right.

Daniel B. Whalen
Superintendent of Buildings
Incorporated Village of Mineola

NOTICE

Please be advised it is the responsibility of the owner of said property to call The Village of Mineola Building Department to schedule an appointment for inspections of each Rental Registration unit. Please call (516) 746-0750 ext. 255 or 254, Monday-Friday 8:30am to 4:30pm.



INCORPORATED VILLAGE OF MINEOLA
RENTAL OCCUPANCY PERMIT APPLICATION

INSTRUCTIONS

A *rental occupancy permit* must be filed for each dwelling unit available in mixed occupancy buildings and multiple dwellings for rent in the Incorporated Village of Mineola (hereinafter, the "Village"). A *rental occupancy permit* is issued by the Village's Building Department and certifies that a rental property conforms to the latest safety and occupancy requirements of the Village. To help the public complete a rental occupancy permit application, the Building Department of the Village has compiled the following set of instructions. The application for a *rental occupancy permit* is divided into three sections. The first section asks for general information about the building in which the rental dwelling unit is located. The second section asks for specific information about the rental unit for which a permit is being sought. The third section provides a fee schedule and a check-list of forms and documents, all of which must be submitted with the permit application.

APPLICATION QUESTIONS

1. **OWNER:** The record owner of the property. This is the name listed on the deed for the property. The owner of a property can be a corporation.
2. **PREMISES:** The Nassau County Board of Assessors' Tax Identification Number for the property. The tax identification number includes a section, block, and lot number. It can be found on the deed, on the property tax bill, or on file with the Village's Tax Department.
3. **PREMISES DESCRIPTION:** The legally approved description (i.e. recognized by both the Building Department of the Village and the New York State Building Code) of a building based upon the existence of a mixed use and/or the number of dwelling units it contains. A dwelling unit is a structure or building, or part thereof, or an area, room, or rooms therein, occupied by one or more people as a home or residence. It is equivalent to a legally sanctioned apartment.
 - Type of Construction: A description of the construction materials out of which the exterior walls and floors are comprised (i.e. wood frame, masonry, brick, etc.).
 - Height of Building: The approximate height of the building, measured from the ground to the midpoint between the ridge and the eave.
 - Number of Stories: The number of floors in the building, not including attics, basements, or cellars.

- Type of Heating Facilities: The type of fuel used to heat the building (i.e., oil, gas, electric).
- Number of Buildings: The number of buildings located on the property which contain one or more rental dwelling units. *Note*: Please do not include unoccupied structures like detached garages, sheds, etc.
- Number of Rental Units: The number of rental dwelling units in all of the buildings on the property.
- Number of Occupants: The number of residents which currently occupy the property and/or the number of residents the owner intends to house in each dwelling unit.

4. The **UNIT NUMBER** is a numeric designation of the rental apartment, if applicable (i.e. apartment 3B). The **FLOOR NUMBER** is the floor with the rental unit for which a permit is sought (i.e. first floor, second floor).

- Dimensions: The size (i.e. length and width) of each habitable room (not including cellars or attics), rounded to the nearest ½ foot.
- Other Habitable Rooms: Any habitable room in addition to the living room, dining room, and bedrooms. These additional rooms may include family rooms, libraries, studies, or dens.

5. **NAME OF MANAGING AGENT**: The legally designated person or corporation in charge of managing the rental dwelling unit. If there is no managing agent for the rental dwelling unit, please write "n/a".

6. **FEES**: A fee must be submitted along with the completed application for a *rental occupancy permit*.

7. **ITEMS WHICH MUST ACCOMPANY THE APPLICATION FOR A RENTAL OCCUPANCY PERMIT:**

A. **PROPERTY SURVEY**: A legal description and drawing, prepared by a licensed land surveyor, of a piece of property and its features. A property survey does not include a floor-by-floor breakdown of the buildings on the property. Instead, a property survey provides a "footprint" or outline of the structures on the property.

B. **SITE PLAN**: A site plan provides the same information as a property survey, but it does not have to be drawn by a licensed land surveyor. *Note*: A site plan must be drawn to scale.

C. BUILDING PERMIT APPLICATION: One must obtain a building permit in order to do any type of construction, alteration, or improvement to a piece of property. An application for a building permit may be obtained from the Building Department. *Note:* One must obtain a building permit in order to put up a new addition or perform construction work.

D. CERTIFICATES: One must supply the Building Department with a copy of the Certificates of Occupancy or Certificates of Completion associated with a rental property. Copies of these certificates should have been part of the documentation associated with the closing of the property. If not, they may be obtained from the Building Department.

NOTARIZATION

Once all of the information requested on the application for the rental occupancy permit has been completed, and once the documentation requested in Question 7 has been submitted, the owner or agent of the rental dwelling unit must sign the application on the bottom of the front page. A notary must witness this signature.

RENTAL OCCUPANCY PERMIT
For an Individual Rental Dwelling Unit
Issued pursuant to Chapter 330 of the Municipal Code
of the Incorporated Village of Mineola

STATE OF NEW YORK)
COUNTY OF NASSAU)

_____ being duly sworn, deposes and says:
Name of Owner or Agent _____

hereby apply for a Rental Occupancy Permit and verify the following statements.

1. Owner Name _____ Telephone () _____

Address _____

Building Information

2. Premises Sec. _____ Blk. _____ Lot(s) _____

Street Address _____

3. Premises Description: Mixed Occupancy Building _____ Multiple Dwelling _____

Number of Units _____

Type of construction _____

Height of Building(s) _____ Number of Stories _____

Type of Heating Facilities _____

Number of Rental Units Occupied _____ Vacant _____ Total Units _____

RENTAL REGISTRATION FORM

OWNER OR AGENT'S DECLARATION:

STATE OF NEW YORK)
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says:
(Name of Owner or Agent)

I have today rented The Rental Dwelling Unit described below.

A Rental Registration Form must be filed whenever a change in rental occupancy occurs.

1. Owner Name _____ Telephone () _____

Address _____

2. Premises Sec. _____ Blk. _____ Lot(s) _____

Street Address _____

Unit Number _____

Rental Occupancy Permit Number _____

3. Managing Agent Name _____ Telephone () _____

Address _____

4. Term of Lease: _____ Expiration Date: _____

5. Number of occupants occupying rental unit _____

Sworn to Before Me this _____
day of _____ 20 _____

Signature of Owner or Agent

Notary Public

Number of occupants currently occupying each rental unit.

Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____
(Add information about additional units on a separate page.)

Unit Information (For each unit - add additional information on separate page)

4. Unit Number _____ Floor Number _____

Dimensions of each:

Living room _____

Bedroom

Dining room _____

1. _____

Kitchen _____

2. _____

Other Habitable rooms*

3. _____

1. _____

4. _____

2. _____

5. _____

SEE ADDITIONAL REQUIREMENTS ON ATTACHED SHEET:

* Do Not Include Cellars or Attics When Counting Floors or Rooms

Number/Location of smoke alarms _____

Number/Location of carbon monoxide detectors _____

5. Name of Managing Agent _____ Telephone () _____

Address _____

Sworn to Before Me this _____
Day of _____ 20

Signature of Owner or Agent

Notary Public

6. A non-refundable permit application fee shall be paid upon filing an application for a Rental Occupancy Permit in accordance with the following schedule of rental dwelling units per structure:

1. First (1st) dwelling unit: one hundred dollars (\$100.00); and
2. Second (2nd) through the tenth (10th) dwelling units: seventy-five dollars (\$75.00) per unit; and
3. Eleventh (11th) through the twentieth (20th) dwelling units: fifty dollars (\$50.00) per unit; and
4. Twenty-first (21st) and above dwelling units: twenty-five dollars (\$25.00) per unit.

7. The following must be submitted with each application of Rental Occupancy Permit:

- A) A property survey of the premises drawn to a scale not greater than forty (40) feet to one (1) inch.
- B) If not shown on the survey, a site plan, drawn to scale showing all buildings, structures, walks, drives and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities.
- C) If new construction, alterations or improvements are being made, submit a properly prepared building permit application.
- D) A copy of the Certificate of Occupancy and Certificate of Completion, if any.

In consideration of being granted the Permit hereby applied for, it is agreed that the application will comply with requirements of the Building Department of the Village now in force or which may in the future be promulgated for Rental Registration. Falsification of any statement made herein may be punished under penalties of perjury and will result in revocation of the permit.