

Rental Registration Application

You must submit a separate registration form for each parcel

Pursuant to the Village of New Hempstead Property Registration Law, the owner of a one-family or two family dwelling unit shall complete this form and register the “dwelling” with the Village of New Hempstead Building Department.

Every owner of a one-family dwelling unit or a two-family unit in the Village of New Hempstead as defined in chapter 214 of the local law, who is engaged in rental occupancy of such premises shall register the address as of February 29, 1984, Or within 20 days of the establishment of a new rental.

Post Office Boxes shall not be accepted as an owner’s or an agent’s physical address. There is a space provided below for the mailing address. The dwelling intended to be registered shall not be used as the owner’s or agent’s address.

This application does not become a permit until approved the Village of New Hempstead Building Department. The rental registry permit is valid for one year from the date of issuance.

In pursuant with Chapter 214 of the Local Law, those who fail to establish any property that is being used as a rental property shall be prosecuted in pursuant with the local and fined \$500 and doubling for every conviction thereafter up to \$2000

All rental properties will be subject to fine safety and maintenance inspection at time of registration.

Associated Fees

-Registration Fee: \$250

-Re-inspection Fee: \$175

Required Owner Information

Physical Address of Rental Property: _____

Tax Map ID#: _____

Property Owners Name(s): _____

Owners DOB: _____

(must supply Government issued photo ID)

Type of Application: ☐ New ☐ Change of Property, Owner or Agent ☐ Renewal

Type of Owner:

☐ Individual ☐ Partnership ☐ Limited Liability Partnership

☐ Joint Tenancy ☐ Tenancy in Common ☐ Tenancy by Entirety

☐ Association ☐ Corporation ☐ Limited Liability

☐ Other: _____

*Please note: if you checked any box other than **Individual** above, you **must** complete page 5 of this registration*

Property Owner Physical Address (Where currently resides, no P.O boxes):

City: _____ State: _____ ZIP: _____

Email Address: _____

Phone Numbers:

[Home/Cell/Work] _____

[Home/Cell/Work] _____

[Home/Cell/Work] _____

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Mailing Address: _____

If you do not live in Rockland County, a local agent/contact is required.

Agent/Local Contact Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

All official correspondence (Notices, Violation Notices, Invoices, Etc.) will be mailed to the address of record provided to the Village of New Hempstead. If you wish for correspondence to be sent elsewhere, for example, your property manager/designated agent above, please provide in the space below. Please be advised that if this information changes, it is your responsibility to contact our office to file a new Rental Registration Application.

Contact: _____

Address: _____

City/State/Zip: _____

Rental Property Information

Applicants filing for a new Rental Occupancy Permit must provide the information.

Applicants filing for a renewal must provide this information when applicable and when updating of information is necessary.

A property survey of the premise drawn to scale

A description of the premises, including number of rooms, exits, bathrooms, bedrooms, and a sketch of each floor layout with dimensions, as well as lot size, drawn to scale.

Is there a basement or cellar? (YES / NO) If Yes, is it habitable space? (YES / NO)

Was a CO granted: (YES / NO)

Is there an attic? (YES / NO) If Yes, is there habitable space? (YES / NO)

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Was a CO granted? (YES / NO)

Are there auxiliary buildings? (YES / NO) If YES, please indicate with an X which closest describes the auxiliary building(s) or Structure(s):

☐ 1 Car Garage ☐ 2 Car Garage ☐ 3 Car Garage

☐ Shed ☐ Pool/Hot Tubs ☐ Fence

☐ Other (describe) _____

1. Tenant:

Name: _____

Phone: _____

2. Tenant:

Name: _____

Phone: _____

Please list all persons who will be living in the home with their age and relationship to the above listed tenant:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

As noted on page 2 of this application, if you are anyone other than an individual owner, you are required to return this page with your Rental Registration Application.

**Owner is a Partnership, Limited Liability Partnership, Joint
Tenancy, Tenancy in Common, Tenancy by Entirety,
Association or Other:**

Each Owner, Partner's or General Partner's Name(s), Residence Address, Business Address,
Telephone number and Email:

Name, Date of Birth and Residence Address:

1) _____ 2) _____

Business Address:

1) _____ 2) _____

Telephone & Email:

1) _____ 2) _____
