



VILLAGE OF WEST HAMPTON DUNES
PROCEDURE FOR OBTAINING SEASONAL RENTAL PERMIT
(As Amended Local Law 2 of 2018)
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. Summer Season period begins May 1st and ends November 1st of each calendar year.
2. No more than Five (5) Seasonal Rental Permits may be issued per each property for a Summer Season period. A two week minimum is required for all seasonal rentals.
3. A rental application must be filled out and submitted to the village office and a rental permit number must be obtained prior to any advertisement/social media posting. (per Local Law #2 of 2018, §440-16A)
4. A \$150.00 filing fee is required to obtain a rental permit number. This fee will be applied to the first lease once the residence has been rented. A \$25.00 fee for every seasonal rental application thereafter, (cash or check made payable to the Village of West Hampton Dunes).
5. Signed garbage removal affidavit (executed by the owner) must accompany the application. Owner/Renters are responsible for garbage collection.
6. Smoke & carbon monoxide detector affidavit (executed by the owner) must be submitted with the application.
7. A copy of the Certificate of Occupancy for the residence must be submitted with the application.
8. A copy of the lease must accompany each rental application submitted with the exception of those applications submitted to satisfy item #3.

As per Local Law 2 of 2013, the number of motor vehicles to be parked on the premises between the hours of 1:00 a.m. and 6:00 a.m. shall not exceed (1) one motor vehicle for each conventional bedroom, plus (1) one additional motor vehicle. The premises shall not be used or occupied by more than (2) two persons per conventional bedroom. The agreement and tenancy hereunder may not be sublet or assigned and no shares or units of occupancy may be sold or transferred and any sublet or assignment of the rental or seasonal rental agreement or sale or assignment of units of occupancy is a violation of Local Law #2 of 2013 and will render this seasonal rental agreement as void.

**20_____RENTAL APPLICATION VILLAGE OF WEST
HAMPTON DUNES Local Law 2 of 2013**

Owner Information

Owner(s) of Property: _____

Owner(s) address: _____

Property address _____

Owner Contact Numbers: _____

Owner Email Address: _____

Number of conventional bedrooms: _____

Real Estate Agent Information

Real Estate Agent /Broker Name: _____

Mailing Address: _____

Contact Numbers: _____

Email Address: _____

This Section is for Administrative Use

Submitted:

- _____ **Rental Application-Completed**
- _____ **Rental Filing Fee**
- _____ **Garbage Removal Agreement/Affidavit**
- _____ **Smoke-Carbene Monoxide Detector Affidavit**
- _____ **Copy of Certificate of Occupancy**
- _____ **Copy of Lease w/tenants contact information**

Permit #: _____

Date Issued: _____



SMOKE & CARBON MONOXIDE
AFFIDAVIT

STATE OF NEW YORK)

) ss:

COUNTY OF SUFFOLK)

I, _____, being duly sworn, depose and say:

I am the owner of the premises located at _____

SCTM#: _____, which is improved by a single family

dwelling.

That at least one single station smoke detector alarm device & one single station carbon monoxide detector is installed on or near the ceiling adjacent to all sleeping spaces in this dwelling and that such device is in good working order.

That I make this affidavit pursuant to Section 1193.2 of the New York State Fire Prevention and Building Code.

Owner

Sworn to before me this _____
day of _____, 20____

Notary Public



GARBAGE REMOVAL AGREEMENT
AFFIDAVIT

I, _____, being duly sworn, depose and say:

I am the owner of the premises located at _____

SCTM#: _____, have acquired a permit from the Village of West Hampton Dunes to rent the above premises for the summer season, and in accordance with this rental, I personally accept the responsibility for the collection of garbage at the above location for the duration of the rental.

Owner

Sworn to before me this _____
day of _____, 20____

Notary Public