

# VILLAGE OF SHOREHAM

## NON-OWNER OCCUPIED DWELLINGS - RENTAL REGISTRATION PERMIT APPLICATION DOCUMENTS WITH REQUIREMENTS FOR SUBMISSION

To be used for New Rental Registrations Only for Non-Owner occupied dwellings.  
Please use the Rental Registration Renewal form to renew your existing registration.

**PLEASE REVIEW ALL DOCUMENTS HEREIN. YOU WILL NEED TO SUBMIT:**

- 1. RENTAL REGISTRATION FORM** — completed, signed and notarized
- 2. CONSENT TO INSPECTIONS FORM or INSPECTIONS STANDARDS CERTIFICATION**
- 3. TWO (2) COPIES OF A SURVEY OF THE PREMISES**—drawn to scale or, if not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, driveways and other physical features of the premises and the number, location and access of existing on-site vehicle parking areas. Surveys must be complete and legible, include the surveyor’s seal, survey date/or revision date.
- 4. ONE (1) PHOTOCOPY OF ALL CERTIFICATES OF: OCCUPANCY (CO) EXISTING USE (CEU) COMPLIANCE (CC)**
- 5. THREE (3) COPIES OF THE FLOOR PLAN OF THE RESIDENCE**— either drawn by an architect or engineer or by the owner with a straight edge in scale, include all floor levels and basement, include dimensions and uses of all rooms, hallways, foyers, and other spaces; window type and sizes for bedrooms; location of smoke detectors and carbon monoxide alarms. The exterior outline and dimensions of the floor plans are to match the property survey.
- 6. TEMPORARY RENTAL REGISTRATION – PROVISIONAL HOUSE RENTAL PERMIT** Upon the filing of a Rental Registration application a Temporary Rental Registration may be issued. The Temporary Rental Registration expires in ninety (90) days from its issuance. Within ninety (90) days of the issuance of the Temporary Rental Registration the owner/applicant shall arrange for an inspection of the premises by; (1) the Village Building Inspector or (2) provide an Inspection Report signed by either a NYS licensed Professional Engineer, a NYS licensed Registered Architect, or a NYS licensed Home Inspector who also holds a current NYS Code Enforcement Official Certification, certifying that the dwelling meets all applicable housing, sanitary, building, electrical and fire codes, rules and regulations, including the Village of Shoreham Code Chapter 14B (Neighborhood Preservation Requirements) and the Building, Property Maintenance and Fire Code of NYS. When, within the ninety (90) days in which the Temporary Rental Registration is valid, approval of the inspection standards is made by the Village Building Inspector or proof of approval of the inspection standards by the NYS licensed professional referenced above, then the Building Department will issue for the dwelling, a Provisional House Rental Permit valid for two (2) years from the date of issuance of the Temporary Rental Registration. NOTE: The Tenant List, VS-57 (03/18), if not submitted with the application, must be provided with fifteen (15) days of tenant occupancy.
- 7. FEES**—a non-refundable permit application fee payable upon filing an application in accordance with the following schedule of rental dwelling units per structure:

ONE-FAMILY DWELLING FEE:

\$100.00 (For 2 years)

INSPECTION FEE:

\$250.00

VS-55 (03/18)

**VILLAGE OF SHOREHAM**  
**RENTAL REGISTRATION APPLICATION**  
**NON-OWNER OCCUPIED DWELLINGS**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**1. PROPERTY INFORMATION: Tax Map Number: 0207 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_**

**Street Address:** \_\_\_\_\_

**2. OWNER'S INFORMATION**

**Name:** \_\_\_\_\_

(Print)

**Address:** \_\_\_\_\_

**Mailing address (if different):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

(Home)

(Work)

(Cell)

**E-Mail Address:** \_\_\_\_\_

**3. APPLICANT INFORMATION Check if applicant is: \_\_\_\_\_ Owner \_\_\_\_\_ Agent - If Agent....**

**Name of Agent:** \_\_\_\_\_

**Address of Agent:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

(Home)

(Work)

(Cell)

**E-Mail Address:** \_\_\_\_\_

**4. ALTERNATE FOR EMERGENCY CONTACT**

Owners who reside further than 25 miles outside the Village of Shoreham, must designate an alternate contact who will respond to calls from Police, Fire, Emergency or Village Inspections personnel when attempts to contact the owner/agent have failed, the owner is unavailable to respond in a timely manner or the owner is unable to be physically present at the residence when required by above noted entities. The designated alternate contact person must be located within the Town of Brookhaven.

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

(Print)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(Home)

(Work)

(Cell)

**5. DWELLING INFORMATION (PLEASE CHECK ALL THAT APPLY)**

Living Room _____	Bedroom #1 _____
Dining Room _____	Bedroom #2 _____
Kitchen _____	Bedroom #3 _____
Den _____	Bedroom #4 _____
Study/Library _____	Bedroom #5 _____
Entertainment Room _____	Bedroom #6 _____
Playroom _____	Other _____

**TOTAL FLOOR AREA, SQ.FT.** \_\_\_\_\_ ÷ 200 sq. ft. = \_\_\_\_\_ max. occupancy

No cellar, kitchen or bathroom space shall be used to calculate the minimum total usable floor area.

**NOTE:** The owner and alternate are required to maintain a current list of the dwelling' occupants, the make of auto(s) with license number for auto(s) and dogs. Upon request by Village Inspectors, Police, Fire or other emergency personnel, the owner(s) or alternate is required to present the list of occupants, autos and dogs.

**LIST OF TENANTS, VEHICLES and DOGS:** Owner(s) must submit a list of the names of tenants on rental applications. When there is/are no tenant(s) identified at the time the rental application is submitted, an owner must submit an updated tenant list to the Village within fifteen (15) days of rental property occupancy by tenants. An updated list must be submitted within fifteen (15) days each time a new tenant is added or an existing tenant vacates the premises. Owners must submit a list with auto and license plate numbers of autos and of dog(s) that tenants harbor and the license number for each dog.

**DESIGNATE IF:** Tenant Information Is Attached ( ) Tenant Information To Be Submitted ( )

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

\_\_\_\_\_ being duly sworn, deposes and says

Owner's Name

that he/she reside(s) at \_\_\_\_\_

and that he/she is/are the owner(s) in fee of the premises described in the foregoing application and

that he/she has/have read the foregoing application and know(s) the contents thereof; that the same is true to his/her/their knowledge; and that he/she make(s) the foregoing application for a permit for Rental Registration and further that I/we will comply with all New York State Building Code and local law and to the Village of Shoreham requirements pertaining to Rental Registration and will meet these standards within ninety (90) days of the granting of a Temporary Rental Registration Permit or the permit will become null and void.

I affirm that the rental of my/our home is not a rental of specific rooms, but is a rental of my/our entire home and that the rental is to a “single family” as defined by Village Zoning Law, § 31-1 (10).

~~(Strike this paragraph if no Agent is used)~~: As owner I grant my agent named hereinabove authority to act on my behalf for the purposes of submitting this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Sworn to be me this \_\_\_\_\_ Day of \_\_\_\_\_, 20

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

**FOR OFFICAL – VILLAGE USE ONLY:**

Is occupancy compliant with Village Law Chapter 5 and Property Maintenance Code of NYS? \_\_\_\_\_

**ANNUAL FEE:**  
\$100.00 (For 2 years)

**INSPECTION FEE:**  
\$250.00 (or submittal of Inspections Standards Certification )

**TOTAL FEE** \_\_\_\_\_

# TENANT LIST

The following persons are tenants residing at the property for which this application is for identified as \_\_\_\_\_.

(Address)

Name (Please Print)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**VEHICLE(S):** The following vehicles belong to the tenants listed above and parked at the same address:

AUTO \_\_\_\_\_ State \_\_\_\_\_ License plate # \_\_\_\_\_

AUTO \_\_\_\_\_ State \_\_\_\_\_ License plate # \_\_\_\_\_

AUTO \_\_\_\_\_ State \_\_\_\_\_ License plate # \_\_\_\_\_

**PET(S) :** The following dogs belong to the tenants listed above and reside at the same address:

BREED \_\_\_\_\_ NYS License # \_\_\_\_\_

BREED \_\_\_\_\_ NYS License # \_\_\_\_\_

BREED \_\_\_\_\_ NYS License # \_\_\_\_\_

**VILLAGE OF SHOREHAM  
REQUEST AND CONSENT TO INSPECTION  
FOR RENTAL PERMIT**

I, \_\_\_\_\_, am the owner of the premises located at  
\_\_\_\_\_.

I have applied for a Rental Registration Permit. Consistent therewith I request that the Building Inspector for the Village of Shoreham make an inspection of the premises to ensure that it meets applicable codes and regulations.

I understand that, in lieu of having the Village Building Inspector inspect my property, I have the option of retaining a New York State licensed third party as expressed in Inspection Standards and Certification form for this inspection. I do not wish to use the services of a licensed third party.

Signature \_\_\_\_\_

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

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

# VILLAGE OF SHOREHAM

## Inspection Standards - Third Party Certification

This form is submitted for a Rental Registration Permit when the owner elects to have the inspection of the premises performed by a NYS Licensed Engineer, Architect or Home Inspector, rather than the Village Building Inspector.

This form is to be completed by only a NYS licensed Professional Engineer, or a NYS licensed Registered Architect, or a NYS licensed Home Inspector who also holds a current certification as a NYS Code Enforcement Official.

This completed form must be submitted to the Village of Shoreham Building Department prior to the issuance of a Rental Registration Permit.

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I, \_\_\_\_\_, am licensed by NYS as a (check appropriate box)  
( ) Professional Engineer ( ) Registered Architect ( ) Home Inspector

with CEO Certification license number \_\_\_\_\_. I have performed an inspection of the premises located at \_\_\_\_\_ in the Village of Shoreham. I certify that the use, buildings and structures thereon are in compliance with the Certificate(s) of Occupancy, or its equivalent, that have been issued for the referenced parcel, and further, that the premises, including all structures and buildings are compliant with the NYS Building, Property Maintenance and Fire Codes.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

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

Address \_\_\_\_\_

Contact phone # \_\_\_\_\_

SEAL

Email Address \_\_\_\_\_

=====

OFFICIAL USE: Rental Registration Number \_\_\_\_\_

**VILLAGE OF SHOREHAM**  
**Rental Registration Renewal**  
Non-Owner Occupied Dwellings

Date: \_\_\_\_\_

Existing Rental Permit #: \_\_\_\_\_

You may renew a Rental Registration Permit only if ownership of the premises has not changed and the floor plan or use of all rooms and areas of the residence has not been altered since the issuance of the previous rental registration. In the event that either ownership or the floor plan or use of rooms and areas of the residence has changed, then you are required to submit a new Rental Registration Application.

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

\_\_\_\_\_ being duly sworn, deposes and says

Owner's Name

that he/she reside(s) at \_\_\_\_\_

and that he/she is/are the owner(s) in fee of the premises described in a previous rental registration permit issued by the Village of Shoreham and I/we affirm that no changes in either ownership of the property or changes to floor plan or use of the premises has occurred. I/we will comply with all New York State Building Code and local law and to the Village of Shoreham requirements pertaining to Rental Registration and understand that should I/we not comply with the same, then the rental registration permit will become null and void. I affirm that there are no existing or outstanding violations of any Federal, State, or County Laws or Rules or Regulations or of any Village of Shoreham Local Laws or Ordinances pertaining to this property; and that there are no changes to any information as provided on the prior valid Rental Registration and Application. I affirm that the rental of my/our home is not a rental of specific rooms, but is a rental of my/our entire home and that the rental is to a "single family" as defined by Village Zoning Law, § 31-1 (10).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Sworn to be me this \_\_\_\_\_ Day of \_\_\_\_\_, 20

\_\_\_\_\_

Notary Public



**VILLAGE OF SHOREHAM**  
**AFFIDAVIT FOR HOUSE RENTAL**  
**REGISTRATION EXEMPTION**

STATE OF NEW YORK)  
                                          SS:  
COUNTY OF SUFFOLK)

I, \_\_\_\_\_, residing at \_\_\_\_\_  
\_\_\_\_\_, being duly sworn, deposes and says:

That I am the present owner of the premises located at \_\_\_\_\_  
\_\_\_\_\_. That I have attached hereto  
a copy of a Deed as proof of ownership of said premises. That the occupant of said  
premises is immediate family as defined Village Zoning§ 31-1 (10). He/She/They is/are  
my \_\_\_\_\_. I understand that if my family  
relation leaves the premises and I rent the premises that I am required to comply with  
the Neighborhood Preservation Law Chapter 14B of the Ordinances of the Village of  
Shoreham. I attest to this document with full understanding that I am swearing under  
the oath to this fact and that swearing falsely or giving a misleading or untrue statement  
subjects me to prosecution under New York State Penal Law Section 210.5. Attached  
is a copy of my deed.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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