



**VILLAGE OF WEST HAMPTON DUNES  
PROCEDURE FOR OBTAINING SEASONAL RENTAL PERMIT  
(As Per Local Law 2 of 2013)**

1. Summer Season period begins May 1<sup>st</sup> and ends November 1<sup>st</sup> of each calendar year.
2. No more than Five (5) Seasonal Rental Permits may be issued per each property for a Summer Season period.
3. A Rental Application must be filled out and submitted to the Village office for EACH rental.
4. A \$150.00 filing fee must accompany first seasonal rental application, \$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.

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.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

P.O. Box 728, Westhampton Beach, NY 11978  
Office: (631) 288-6571, Fax (631) 288-5240  
Constabulary: (631) 288-7811 Patrol (631)404-8304  
E-mail [clerk@whdunes.org](mailto:clerk@whdunes.org)

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





**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