



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

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.
3. A Rental Application must be filled out and submitted to the Village office for a rental permit number to be used for ANY advertisement/social media posting. (see local law creating a new section to the rental law 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. 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

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