VILLAGE OF WEST HAMPTON DUNES
PROCEDURE FOR OBTAINING SEASONAL RENTAL PERMIT
(As Amended Local Law 2 of 2018)

1. Summer Season period begins May 1\textsuperscript{st} and ends November 1\textsuperscript{st} 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 and a rental permit number must be obtained prior to 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.
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-Carbone 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