



INCORPORATED VILLAGE OF MANORHAVEN

BUILDING DEPARTMENT

33 Manorhaven Boulevard

Port Washington, New York 11050

Phone: (516) 883-7000; Fax: (516) 439-5574

RENTAL HOUSING LICENSE APPLICATION

INSTRUCTIONS:

1. Complete all information for rental unit, including room dimensions.
2. Separate applications must be filled out for each unit being offered for rent.
3. The property owner's signature **MUST** be notarized on each application.
4. Submit the completed original form at the Village Hall with the appropriate fee.
5. No copies, faxes, or incomplete forms will be accepted.
6. Fees: (Valid for a 2-year period)
 - \$25 – Owner occupied age 65 or honorable discharged Veteran of the U.S. Armed Forces
 - \$50 – Owner Occupied with one rental unit
 - \$500 – Multiple Dwelling (4 or more units) fee per unit
 - \$500 – Non-owner-occupied regular fee for one rental unit
7. Contact the Village to make an appointment to have the rental unit inspected (Final approvals will be granted when any required repairs are completed.)
8. The unit may be offered for rent only **AFTER** the license is issued.
9. A new rental housing license must be obtained whenever an apartment is vacated for more than 45 days from the issuance of the last license, however, the fee is only payable once every two years.
10. Obtaining a final approval is the responsibility of the property owner as per the requirements of Chapter 120 of the Code of the Village of Manorhaven. Violators may be subject to Court action.



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RENTAL HOUSING LICENSE APPLICATION

Date Issued: _____ Expiration Date: _____

Permit #: _____

Property Address: _____

Section: _____ Block: _____ Lot: _____

Owner's Name: _____

Owner's Home Address: _____

Telephone: _____ Email: _____

Managing Agent: _____

Managing Agent Address: _____

Telephone: _____ Fax: _____

Real Estate Company: _____ Agent: _____

Telephone: _____ Fax: _____

Who will be responsible for lawn maintenance: _____

Who will be responsible for snow removal: _____

Is the basement finished: _____ Basement Ceiling Height: _____ Bath have a C of C? _____

Is there a 3 piece bath in basement _____ Does bath have a C of A _____

How many Doors/Egress, Windows in basement lead to outside? Doors _____ Windows _____

Will 3rd floor be used for a rental apartment? _____ Indicate number of exits _____

Was a C of O provided? _____ C of O is for 1 _____ 2 _____ 3 _____ families

Number of electric meters _____ Number of gas meters _____

Does the house have attached raised wooden decks? _____ Is there a C of C? _____

How many available parking spots at residence? _____

How many spaces will be available for tenants use? _____

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RENTAL HOUSING LICENSE APPLICATION cont...

How many entrances to the 1st floor _____ Is there a rear entrance to the cellar? _____

Where is the entrance to the 2nd floor? _____

Indicate the number of bedrooms in unit _____

List Dimensions of Bedroom 1 _____ Bedroom 2 _____

Bedroom 3 _____ Bedroom 4 _____

List Dimensions of Living Room _____

List Dimensions of Dining Room _____

List Dimensions of other Habitable Spaces _____

Indicate number of 3 piece bathes on each floor: 1st floor _____ 2nd floor _____

- **I am the owner of the listed property and consent to the Building Department inspecting the apartment or house prior to allowing tenants to move into the rental unit. I understand that inspections are being conducted to determine compliance with New York State Building Codes.**
- **Where there are existing driveways, I must provide a minimum of 1 space for each rental unit. Furthermore, should the Building Department become aware that the driveways are not being provided to tenants, or the driveways are being offered to persons other than the tenants for any other use, I will be in breach of this agreement.**

Occupancy of this unit by more than _____ persons is unlawful.

I, _____, am the owner of the property described herein and understand that it is unlawful and a violation of the New York State Building Code to use the dwelling in a manner other than that approved by the Certificate of Occupancy and that the basement shall not be used as a habitable space.

State of New York
County of Nassau ss:

Sworn to before me this _____ day of _____, _____

Owner's Signature _____

Notary Signature _____

Building Department Approval: _____

Date: _____