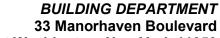


## **RENTAL HOUSING LICENSE APPLICATION**

## 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.
- 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.

**INCORPORATED VILLAGE OF MANORHAVEN** 



Port Washington, New York 11050 Phone: (516) 883-7000; Fax: (516) 439-5574

## **RENTAL HOUSING LICENSE APPLICATION**

| Date Issued:  | ed: Expiration Date:                          |       |  |  |  |
|---|---|-------|--|--|--|
| Permit #:   |   |       |  |  |  |
|   |   |       |  |  |  |
|   | 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                            | n maintenance:                                |       |  |  |  |
| Who will be responsible for snow                            | w 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, Windo                                | ows in basement lead to outside? DoorsWindows |       |  |  |  |
| Will 3 <sup>rd</sup> floor be used for a rental             | apartment? Indicate number of exits           |       |  |  |  |
| Was a C of O provided?                                      | C of O is for 1 2 3fam                        | ilies |  |  |  |
| Number of electric meters                                   | Number of gas meters                          |       |  |  |  |
| Doe the house have attached rai                             | ised wooden decks? Is there a C of C?         |       |  |  |  |
| How many available parking spot                             | ots at residence?                             |       |  |  |  |
| How many spaces will be availab                             | ble for tenants use?                          |       |  |  |  |

## INCORPORATED VILLAGE OF MANORHAVEN RENTAL HOUSING LICENSE APPLICATION cont...

| How many entrances to the 1 <sup>st</sup> floor Is there a rear entrance to the cellar?    |           |  |  |  |
|--|-----------|--|--|--|
| Where is the entrance to the 2 <sup>nd</sup> 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: <sup>st</sup> floor 2 <sup>nd</sup> 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<br>County of Nassau ss: |         |   |  |
|---|---------|---|--|
| Sworn to before me this                   | _day of | , |  |
| Owner's Signature                         |         |   |  |
| Notary Signature                          |         |   |  |
| Building Department Approval: _           |         |   |  |

Date: