



236 THIRD STREET
GREENPORT, NY 11944

Tel: (631)477-0248
Fax: (631)477-1877
www.villageofgreenport.org

MAYOR
GEORGE W. HUBBARD, JR.
Ext 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

DOUGLAS W. ROBERTS

MARY BESS PHILLIPS

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT 219

CLERK
SYLVIA PIRILLO, RMC
EXT 206

TREASURER
ROBERT BRANDT
EXT 217

Village of Greenport
Rental Permit Application

FOR VILLAGE USE ONLY

Approved: _____

Date: _____

Fees: _____

1. Property Information

Rental Property Address: _____

Suffolk County Tax Map Number: 1001- _____ - _____ - _____
Section Block Lot

2. Owner Information

Property Owner Name: _____

Property Owner Physical Address (No P.O. Boxes): _____

Property Owner Mailing Address: _____

Contact Information:

Daytime: _____ Evening: _____

Emergency: _____ E-Mail: _____

3. Managing Agent Information (If Any)

Name of Managing Agent of dwelling unit:

Physical Address of Managing Agent (No P.O. Boxes):

Mailing Address of Managing Agent:

Contact Information for Managing Agent:

Daytime: _____ Evening: _____

Emergency: _____ E-Mail: _____

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4. Tenant Information

Term of Lease:

Beginning Date: _____ Ending Date: _____

This Property is a(n) (Please Select One):

Apartment

One-Family House

Two-Family House/Accessory Apartment

Townhouse/Co-Op/Condominium

5. Inspection Required

Pursuant to the Code of the Village of Greenport, Chapter 103 (Regulations for Property Rentals), a safety inspection by the Building Inspector, his or her designee, or a Code Enforcement Officer is required. If the owner chooses not to have said inspection performed by one of the aforementioned officials, certification from a licensed professional architect or engineer is required, stating that the property which is the subject of the rental permit application is in compliance with all the provisions of the Code of the Village of Greenport, the laws, sanitary and housing regulations of the County of Suffolk, and the laws adopted by the New York State Fire and Building Code Council.

I am requesting that a fire safety inspection be performed by one of the aforementioned officials of the Village of Greenport.

I am submitting a completed Village of Greenport certification form from a licensed architect or licensed professional engineer.

Note: Please attach floor plan of rental unit.

6. **Declaration:** Signature must be notarized, and **MUST** be by the owner of the dwelling unit.

STATE OF NEW YORK}

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COUNTY OF SUFFOLK}

I, _____, certify under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and accurate. I have read copies of Chapter 103 (Regulations for Property Rentals) of the Code of the Village of Greenport and the New York State Property Maintenance Code and agree to abide by the same. To the best of my knowledge, there are no existing safety or health code violations of the Code of the Village of Greenport or the New York State Uniform Fire Prevention and Building Code at the property for which is the subject of this rental permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental permit application.

Property Owner's Name: _____

Property Owner's Original Signature:

Sworn to before me this _____ day of _____ 20____

Original Notary Public Signature and Original Notary Stamp Below: