



# Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 209

[www.villageofgreenport.org](http://www.villageofgreenport.org)

## FOR OFFICIAL USE ONLY

Inspection Date: \_\_\_\_\_

New Permit Number: \_\_\_\_\_

## RENTAL PERMIT RENEWAL APPLICATION

Date of Application \_\_\_/\_\_\_/\_\_\_ Permit Fee: \$250 (PER UNIT) Receipt No. \_\_\_\_\_  
Current/Previous Permit Number: \_\_\_\_\_ Date Current/Previous Permit Expires \_\_\_/\_\_\_/\_\_\_

### PROPERTY INFORMATION

Rental Property Address: \_\_\_\_\_

Tax Map Number: 1001-SECTION \_\_\_\_\_ -BLOCK \_\_\_\_\_ -LOT \_\_\_\_\_.

### OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Property Owner Physical Address (no P.O. Boxes): \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

*[ ] Check here if same as above.*

Telephone Numbers:

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Emergency: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 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: \_\_\_\_\_

*[ ] Check here if same as above.*

Telephone Numbers:

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Emergency: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## TENNANT 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 [  ]

Mixed-use Residential [  ]

## INSPECTION REQUIRED

Pursuant to the Code of the Village of Greenport, Chapter 103 (Rental Properties), 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.**

**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 (Rental Properties) 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 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: