



VILLAGE OF EAST HAMPTON

Office of the
ADMINISTRATOR

You must provide the following for a Seasonal Use Dwelling Unit Registry: Please return an original copy of this registry to Gabrielle McKay at 86 Main Street, East Hampton NY 11937, via in person or mail.

1. A floor plan depicting the location and size of each conventional bedroom.
2. A copy of a contract with a garbage removal carter providing for weekly pickup, at a minimum, of garbage removal or proof by letter from the garbage removal carter indicating that full payment for the entire term of the rental has been made **OR**, in the alternative, an affidavit from the owner acknowledging responsibility for refuse removal in a timely and efficient manner.
3. A copy of the most recent deed and property tax bill, confirming the ownership of record of the rental property.
4. A notarized form, signed by each owner and tenant named in the application, confirming that they have reviewed copies of all Village laws and ordinances affecting seasonal rentals, noise, vehicle parking restrictions on residential lots and refuse disposal and that they agree to abide by the same.
5. A true, final and complete signed copy of the lease between the owner(s) and tenant(s).

Please Note, per Chapter 232 of Village Code:

- This form is required for all Village rentals lasting **FEWER** than 120 days.
- This form is to be completed **AFTER** establishing a tenant.
- More than 120 days in any calendar year does not qualify as a seasonal rental.
- Rentals of fewer than two weeks are not permitted, per Village Code.
- Less than 30 consecutive days is **NOT** permitted unless it is two, two-week periods.
- Rentals of two weeks are permitted no more than twice within any calendar year.



Seasonal Use Dwelling Unit Registry

Please print.

Street address of seasonal rental: _____

Suffolk County Tax Map number of seasonal rental: _____

Number of tenant(s) requested: _____

Period of proposed occupancy: _____

List property owners separately.

Property owner: _____

Legal address of property owner: _____

Mailing address of property owner: _____

Property owner's cell phone number: _____

Property owner's email address: _____

Property owner: _____

Legal address of property owner: _____

Mailing address of property owner: _____

Property owner's cell phone number: _____

Property owner's email address: _____

List tenants separately.

Tenant's name: _____

Tenant's legal address: _____

Tenant's mailing address: _____

Tenant's cell phone number: _____

Tenant's email address: _____

Tenant's name: _____

Tenant's legal address: _____

Tenant's mailing address: _____

Tenant's cell phone number: _____

Tenant's email address: _____



Property Owner Garbage Removal and Law & Ordinance Affidavit

Property owner to complete this section

Property Owner Garbage Removal Affidavit

I _____ acknowledge my responsibility for the garbage removal in a timely and efficient manner.

Property Owner Signature: _____

Sworn before me this _____ day of _____ 20____

Notary Public

Date: _____

***Please note, this portion is voided if a garbage removal contract is provided.**

Property Owner Law & Ordinance

I _____ verify that I have reviewed copies of the Village Laws and Ordinances affecting seasonal rentals, noise, vehicle parking restrictions on residential lots and refuse disposal and agree to abide.

Property Owner Signature: _____

Sworn before me this _____ day of _____ 20____

Notary Public

Date: _____



Tenant Law and Ordinance Affidavit
Tenant to complete this section

Tenant Law & Ordinance

I _____ verify that I have reviewed copies of the Village Laws and Ordinances affecting seasonal rentals, noise, vehicle parking restrictions on residential lots and refuse disposal and agree to abide.

Tenant Signature: _____

Sworn before me this _____ day of _____ 20_____

Notary Public

Date: _____

Office Use Only

Date Received: _____ Received By: _____

Approved or Denied: _____ Permit # if Approved: _____

Reason for Denial: _____
