



## 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 Emily Daniell at 86 Main Street, East Hampton NY 11937, via in person or mail. **Incomplete applications will not be accepted and will be returned.****

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_