

Waylyn Hobbs Jr., Mayor



Joseph Simone
Superintendent Buildings

RENTAL PERMIT APPLICATION GENERAL INFORMATION

Rental occupancy permit required.

It shall be unlawful for the owner, owner's agent, real estate agent or any person with apparent authority over any residential building, apartment building, multiple-residence building, senior-citizen multiple-residence building, motels, hotels, extended-stay residences, bed-and-breakfasts and any dwelling units contained therein to allow, permit or suffer the occupancy of any residential building, apartment building, multiple-residence building, senior-citizen multiple-residence building, motels, hotels, extended-stay residences, bed-and-breakfasts and any dwelling units contained therein, without having first obtained a rental occupancy permit pursuant to this chapter. It shall be immaterial whether or not rent or any other consideration is paid to the owner by the occupant of the dwelling unit.

Fees.

A. Permit application fee. A nonrefundable permit application fee of \$50 shall be paid to the Village for each dwelling unit. In an event that an application contains more than ten dwelling units, a nonrefundable fee of \$20 shall be paid in excess of the first ten dwelling units.

B. Inspection fee. If the applicant seeks to have an inspection, a fee of \$150 shall be paid to the Village for each dwelling unit. Said application fee shall be paid upon the filing of an application for a rental occupancy permit.

C. The fees in connection with a single rental dwelling unit contained in the primary residence of an applicant, submitted by a person 62 years of age or over, shall be 1/2 the amount indicated in the Village of Hempstead Fee Schedule.

Term of permits.

All permits issued pursuant to this chapter shall be valid for a period of two years from the date of issuance.

Smoke detector device and carbon monoxide alarm.

No permit shall be issued or renewed until the applicant has provided a certification that the rental dwelling unit is equipped with a functioning smoke detector device and carbon monoxide alarm in compliance with New York State Uniform Fire Prevention and Building Code. A smoke detector must be installed in all bedrooms. A smoke detector must be installed in the hallway outside the bedrooms. One carbon monoxide detector installed in each dwelling unit.

Enforcement.

A. No permit or renewal thereof shall be issued under any application unless the property shall be in compliance with all the provisions of the Code of the Village of Hempstead, the laws and sanitary and housing regulations of the County of Nassau, the State of New York and the Code of the Village of Hempstead.

B. Prior to the issuance of any such permit or renewal thereof, the property owner shall provide a certification from a licensed architect, a licensed professional engineer, a Village Building Inspector, or the owner of the premises, that the property which is the subject of the application is in compliance with the laws and sanitary and housing regulations of the County of Nassau, the State of New York and the Code of the Village of Hempstead.



THE INCORPORATED VILLAGE OF HEMPSTEAD
 99 JAMES A. GARNER WAY
 P.O BOX 32 HEMPSTEAD, N.Y. 11551-0032
 (516) 489-3400 FAX (516) 539-0116

RENTAL PERMIT APPLICATION

Cash Receipt No. _____

Active Violations Yes ___ No ___

Fee Paid: \$ _____

Rental Property Renewal Yes ___ No ___

Date _____

Rental Permit No. _____

Inspected by _____

For Office Use Only: _____

Date of Issuance _____

NON-REFUNDABLE APPLICATION FEE _____

APPLICATION NUMBER: 20 _____

DATE: _____

INITIAL INSPECTION DATE: _____

RENTAL PROPERTY ADDRESS _____

SECTION _____ BLOCK _____ LOT(S) _____

NUMBER OF RENTAL UNITS _____

Check The Appropriate Rental Type Property Box

Legend:

Multiple Residence (MR) NYS approved Condominium (NYSCD) Bed and Breakfast (B&B)
 Not-For-Profit Multiple Residence (NFPMR) Public Housing Authority (PHA) Single Family Dwelling (SFD)
 Two Family Dwelling (TFD) Three Family Dwelling (THFD) Four Family Dwelling (FFD)

MR NYSCD B&B NFPMR PHA SFD TFD

THFD FFD Other Explain: _____

Send Renewel Notice and Correspondence to:

Name: _____

Address: _____

Owner's Information:

Name of Owner: _____

Address of Owner: _____

Mailing Address: _____

Bus. Phone: () _____

Emergency Telephone Number of Property Owner:() _____

Fax Number of Property Owner:() _____

Managing Agent's Information:

Name of Property Manager: _____

Mailing Address: _____

Emergency Telephone Number: () _____ Fax Number: () _____

Name of Realtor, if applicable:

Address: _____

Emergency Telephone Number:() _____ Fax Number:() _____

Mailing Address: _____

I _____, the undersigned applicant swear or affirm, under penalty of perjury, that all information contained in this application is true and accurate. I further swear or affirm, under penalty of perjury, that I am familiar with and shall remain in compliance with all aspects of the Code of the State of New York and the Village of Hempstead (including this Chapter & Section) and that each dwelling unit referenced herein has the required working smoke and carbon monoxide detectors. I understand that offering to file a false instrument with the Village is a criminal act and can be prosecuted under NYS Penal Law §175 et seq.

Sworn to before me this
_____ day of _____

Notary Public, Nassau County, New York

Waylyn Hobbs Jr., Mayor



Joseph Simone
Superintendent

TO: Village of Hempstead
Building Department

DATE:

AFFIDAVIT

RE: PREMISES _____

SEC: _____ BLK: _____ LOT(S): _____

THIS IS TO CERTIFY that I _____
am the owner of the above referenced property, and I hereby certify that the property
which is the subject of this application is in compliance with the laws regulating
sanitary, housing and fire safety/prevention of the County of Nassau, the State of
New York and the Code of the Village of Hempstead.

Signed _____
Owner

Sworn to before me this
_____ day of _____ 20_____

Notary Public, Nassau County, NY

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BE PROSECUTED UNDER NYS PENAL LAW §175 ET. SEQ.**