



RENTAL PERMIT APPLICATION
VILLAGE OF ISLAND PARK
127 LONG BEACH ROAD
ISLAND PARK, NY 11558
516-431-0600

Rental Address _____

Section 43 Block _____ Lot(s) _____

Owners Name: _____

Owners Address: (Not a PO Box): _____

Owners Phone Number: _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

Please check which one applies:

One Family _____ Two Family Dwelling _____

One Unit within a Two Family Dwelling _____

Other (Please Describe):

Type of Inspection Requested: (Select One)

In Premises _____ By CD-ROM or DVD Method _____

(Note: If there is an occupant in the property, this requires a letter from them granting permission for an in-premises inspection)

Are there any property covenants or conditions of special permits which would affect the rental of the property? If yes, please attach documentation and explanation:

Is there currently an Occupant of the proposed rental dwelling unit/s ___Yes ___No

Names of Persons Residing at rental dwelling unit/s or who will reside there:

1. Names: _____

Address: _____

Phone: _____

2. Names: _____

Address: _____

Phone: _____

3. Names: _____

Address: _____

Phone: _____

The number of people who reside or who will reside in rental dwelling unit: _____

Documents to be presented (Including an original, if available and a copy for the Village Hall):

1. Deed
2. Real Property Tax Bill
3. Satisfactory Proof of Residency of Each Owner and Agent (if any)
4. Certificate of Occupancy that covers every structure on the property and/or Certificate of Completion for the dwelling unit/s.
5. Survey
6. Floor Plan
7. Sandy Restoration Building Permit and Certificate of Completion
8. Physical Inspection request with a permission letter from the occupant, if any; or a CD-ROM or a DVD and an affidavit explaining each picture as per the instructions.
9. Fee - \$200.00 check per unit

Please attach extra sheets where needed.

I swear that this application is true and is a complete statement.

Name: _____

Signature of property owner: _____

Sworn to before me this _____ Day of _____, 20 ____

Notary Public: _____

