

Permit No. \_\_\_\_\_  
(for office use only)

Application Received on:



## INC. VILLAGE OF OLD WESTBURY APPLICATION FOR A RENTAL PROPERTY

All Permits shall be valid for a term of 1 year from the date of issuance, pursuant to §216-105.8



### **THIS APPLICATION MUST INCLUDE 2 (TWO) COPIES OF THE FOLLOWING:**

**Please note that the application, paperwork and payment must be submitted in person.**

**Please do not submit incomplete applications, *as they will not be accepted.***

- Copy of the survey (scale not to exceed 40 feet to 1 inch)
- Required Fee: \$2,500.00** – All Application fees are **non-refundable**
- Signature and notary acknowledgment (page 3)
- A Scheduled Inspection from the Superintendent – *to be made at the time of submission*

### **APPLICATION TYPE**

- First Time Application\*       Renewal

*\*If this application is for a property which has not yet been rented, but will be listed and advertised for rent, the renter(s) information may be omitted at the time of submission. However, the renter(s) information must be provided to the Village, in writing and signed by the owner/applicant, as a supplement to this application, within 24 hours of the signed rental agreement or any other agreement to rent.*

### **OWNER/APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY MANAGERS INFORMATION (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY INFORMATION**

Old Westbury Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Number of Rooms **within** the rental property and their use (e.g. living room, bedroom, etc.)

| Use of Room | Dimensions |
|-------------|------------|
|             |            |
|             |            |
|             |            |
|             |            |
|             |            |
|             |            |
|             |            |
|             |            |

List any rooms located within the structure but is not for the renter's use

| Use of Room | Dimensions |
|-------------|------------|
|             |            |
|             |            |
|             |            |
|             |            |

**RENTERS INFORMATION**

Number of Renters, list below\*: \_\_\_\_\_

All individuals residing at the property (regardless of age), must be listed below.

| Name | Date of Birth |
|------|---------------|
|      |               |
|      |               |
|      |               |
|      |               |
|      |               |
|      |               |
|      |               |
|      |               |

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**If extra room is required, please attach additional sheets with all required information.**

State of New York  
County of Nassau

I, \_\_\_\_\_, hereby state that I have read Article XA of the Village Code, which amends Chapter 216 "Zoning" of the Village Code and understand that as the owner of real property, which is being offered for rent or being rented, I am required to comply with the same. I understand that it is my responsibility as the homeowner to renew my permit before it expires.

\_\_\_\_\_  
Principle Owner's Signature

\_\_\_\_\_  
Date

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary's official signature

For office use only, do not write below this line

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**VILLAGE APPROVAL**

\_\_\_\_\_  
Michael Malatino, Building Inspector

\_\_\_\_\_  
Date

**PAYMENT**

(For office use only)

**Cash or check only** – checks are to be made payable to "Village of Old Westbury"

Paid on: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_