



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 - \$100.00 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: \_\_\_\_\_

