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| APPLICATION # |
| PERMIT # |

INCORPORATED VILLAGE OF KENSINGTON

NASSAU COUNTY, NEW YORK

APPLICATION FOR RENTAL PERMIT

2 Nassau Drive, Great Neck, NY 11021 (516) 482-4409 Fax (516) 482-2866

www.villageofkensingtonny.com

RENTAL OCCUPANCY PERMIT APPLICATION

For A Rental Dwelling Unit.

Issued pursuant to Chapter 151-3 Entitled "Zoning" Code of the Village of Kensington

All permits issued by this Building Department are strictly subject to the Zoning Codes of the Incorporated Village of Kensington and all New York State Building, Maintenance, and Fire Codes applicable on the date of the application. NO ERROR OR OMISSION IN THE ISSUANCE OF THIS OR ANY PERMIT GRANTED BY THE VILLAGE OF KENSINGTON SHALL LEGITIMIZE OR LEGALIZE ANY RENTAL OR USE OTHERWISE PROHIBITED BY LAW. This application form shall be submitted in duplicate, both copies bearing original signatures where required, along with a non-refundable \$250.00 Rental Occupancy Permit application fee. Please have all checks made payable to the Village of Kensington.

1. Owner Information:

Owner: _____

Address of Owner (no P.O. Boxes): _____

City, State, Zip: _____

Telephone #: _____ Fax#: _____

Status: *First time applicant* _____ *Renewal* _____

2. Managing Agent Information: (If no Managing Agent, mark below "Not Applicable" and the owner listed above shall be deemed the responsible party and contact for any and all matters, correspondence, etc.)

Name of Managing Agent: _____

Address of Agent (no P.O. Boxes): _____

City, State, Zip: _____

Telephone #: _____ Fax #: _____

3. Rental Property Information: Section #: _____ Block #: _____ Lot #: _____

Street Address: _____

Planned Number of Occupants: _____

4. Tenant Information:

Term of Lease: Beginning Date: _____ **Ending Date:** _____

List All Tenants:

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

Name: _____ **Telephone Number(s):** _____

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| <p>Tenants must all be members of the same family! A family shall constitute either: (1) One or more persons related by blood, adoption or marriage living and cooking together as a single housekeeping unit, inclusive of household servants; or (2) A number of persons, not exceeding two, living and cooking together as a single housekeeping unit though not related by blood, adoption or marriage</p> |
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5. A valid Certificate of Occupancy or Certificate of Existing Use. No application will be accepted without the submission of either certificate.

APPLICATION PROCEDURE:

1. Please mail/bring in your completed application along with all the required documents to the Village of Kensington located at 2 Nassau Drive, Great Neck, NY. The application and required documents will be reviewed by the building inspector before scheduling an inspection.
2. An inspection date will be scheduled for the building inspector to inspect the proposed rental dwelling unit. All structures on the property must also be inspected - garages, sheds, decks, pool, etc. The inspection is required to determine the condition of the proposed rental dwelling unit and to ensure that such is in compliance with the applicable building code requirements of the Village of Kensington, County of Nassau, and State of New York.
3. The proposed rental dwelling unit must be available for inspection, if the building inspector cannot gain entry to the premises on the scheduled date and time, a \$50.00 re-inspection fee will be charged.
4. If the proposed rental dwelling unit fails the first inspection, all violations must be corrected and a second inspection must be scheduled accordingly. If the rental unit fails a second time and previously cited items have not been corrected, you will be charged a \$150.00 re-inspection fee.
5. A rental occupancy permit will be issued when all requirements have been satisfied.

The provided information is truthful and accurate to the best of my knowledge. I understand that false statements made herein may result in a criminal penalty and/or revocation of any issued Rental Permit. I agree to comply with current requirements of the Building Department of the Village of Kensington, any requirements promulgated in the future and will allow inspections of the listed property as necessary to insure compliance. In the event the property will no longer be used as a Rental Unit or if any of the above information changes, I will immediately notify this office and provide any necessary verification.

I understand this application does not become a permit until approved by the Building Inspector. Failure to abide by the regulations may result in the revocation of any approved Rental Permit. I also understand a Rental Occupancy Permit is valid for two years from the date of issuance and I am responsible for renewal of same.

Signature of Owner

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

Signature of Notary Public

For office use only

Application Fee: \$ _____ **Date application filed:** _____

Based on the statements in this application, inspection reports, office reports and other relevant information, it is recommended that a Rental Permit be:

Approved: _____ **Denied:** _____ **Date:** _____ **Maximum Occupancy:** _____

Permit #: _____ **Permit Expiration:** _____ **Inspected by:** _____