
VILLAGE OF QUOGUE
P.O. Box 926 / 7 Village Lane
Quogue, NY 11959
631-653-4498 / 631-653-4776 (fax)
contact@villageofquogueny.gov

2020 RENTAL APPLICATION QUICK CHECK LIST

While filing for your rental license, please follow the check list below. This will allow the processing of your application to be quick and efficient. Allow five business days for applications to be processed. Tenants may not take occupancy or apply for Beach Permit until license is approved.

The Quogue Post Office staff requests that landlords, realtors, the Village Office and others advise tenants and longer-term visitors that **Quogue does not have street delivery of mail.** **If people expect to get mail in Quogue, they should rent a post office box, which are available, and tell mailers to use this PO Box # when shipping** items to you or have mail sent c/o another person who has a post office box. Otherwise, the people are simply not recognizable to the post office, and packages are sent back to the sender in a day or two to the great consternation of the intended recipient.

- 1.)NO PARTIAL APPLICATIONS WILL BE ACCEPTED.
- 2.)NO FAX COPIES.
- 3.)**REALTOR (if applicable), OWNER(S), AND TENANT(S) NEED TO READ & SIGN THE RENTAL APPLICATION.**

DID YOU:

- ___ FILL OUT ALL QUESTIONS ON APPLICATION
- ___ INCLUDE FULLY EXECUTED LEASE
- ___ INCLUDE TENANT PHOTO ID FOR ALL THOSE OVER 17
- ___ INCLUDE SIGNATURES OF ALL ADULT TENANTS
- ___ PROVIDE PROPER FEE
- ___ PROVIDE EMAIL ADDRESSES FOR ALL PARTIES

**BEACH PASSES ARE A SEPARATE APPLICATION
AND WILL ONLY BE ACCEPTED AFTER
THIS RENTAL APPLICATION IS APPROVED.**

Thank You

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2020 RENTAL LICENSE APPLICATION 2020

ALLOW 5 BUSINESS DAYS FOR PROCESSING

This license is issued pursuant to the laws of the Village of Quogue concerning rentals. Signature on this license by home owners, tenants and realtors certifies familiarity with the rental laws of the Village of Quogue and that the information included on this application is correct and complete. The Quogue Village Code can be found on our website at www.villageofquogueny.gov

Important conditions of rentals include:

- No rental at any time shall be less than 2 weeks.
No rental dwelling shall be occupied before a rental license is approved.
No rental dwelling shall be occupied (a) by more than two (2) persons per conventional bedroom or, (b) subject to appeal to the Zoning Board of Appeals, by more than six (6) unrelated persons. ALL occupants must be listed on the rental license, no shares to occupy the dwelling shall be sold to others, and the dwelling shall not be occupied on a transient basis.
Inspection by an authorized Village employee, for conformity with Village, Town, County and New York State laws may be required.
A COPY OF THE FULLY EXECUTED LEASE for the rental and Certificate of Occupancy for all structures on the premises must be submitted with the license application.
This license may be revoked and a future license denied, subject to appeal to the Village Trustees, for any violation of the rental laws of Quogue, including: Parking of excessive vehicles on the rental premises at any time; or of more vehicles than the number of conventional bedrooms in the dwelling plus one vehicle between 1:00 a.m. and 6:00 a.m.; selling or granting to anyone not listed on this license of any access to the ocean, bay or canal or any right to use the property for recreational or other purposes; disturbance of the peace, tranquility, health, comfort, or safety of the rental neighborhood; and congregation of large numbers of people on the premises.

The following conditions may result in revocation of this license and denial of future licenses, subject to appeal to the Quogue Village Trustees, as well as by fines of up to \$1000.00 a day and imprisonment not exceeding fifteen (15) days:

- Incomplete or incorrect information on this license, and
Violations of Quogue rental laws by owner or tenant.

In addition, these conditions may result in reporting the Realtor(s) involved to the State of New York Department of State, Division of Licensing.

A. TO BE COMPLETED BY REALTOR: If no Realtor circle NONE

Name and Address of firm: _____

The undersigned certifies that owner and tenants were given a copy of conditions of seasonal rental (this page).

Realtor's Name: _____ Signature: _____

EMAIL _____ Date _____

B 1. To be completed by OWNER(S) (PLEASE PRINT):**

Rental House Street Address: _____ Telephone _____

Name of Owner(s) _____

Please Print _____ Owner's Permanent Address _____ Owner's cell phone # _____

Term of rental _____ Owner's Email _____
From _____ To _____

Number of Tenants: _____ Number of conventional bedrooms _____

Person authorized to act for owner, Cell phone _____

Name Address _____ Email _____

Arrangements for garbage collection: _____

I (we) authorize representatives of the Village of Quogue to enter upon the subject property and structures for the purpose of inspecting same to ascertain that same are in conformity with the Quogue Village Code, Town, Suffolk County and State of New York codes, ordinances and laws.

Signature of Owner(s) _____, owner

_____, owner

ATTENTION: FOR OWNERS WHO RENT MORE THAN ONCE IN A SEASON: WHEN LEASE EXPIRES, BEACH STICKER(S) FOR RENTERS MUST BE RETURNED TO THE VILLAGE OFFICE OR A NEW BEACH STICKER APPLICATION WILL BE DENIED.

** A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

**FEES: \$250.00 – More than 31 days ADDITIONAL FEE OF \$50.00 IF APPLICATION RECEIVED
\$125.00 – 14 to 31 days AFTER THE COMMENCEMENT DATE OF THE LEASE.
\$100.00 - Amendment fee for any amendment made to an approved license.**

FACSIMILE SIGNATURE OF THE APPLICANT SHALL BE ACCEPTED AS AN ORIGINAL FOR THE PURPOSES OF THIS APPLICATION.

B2. FOR OFFICE USE ONLY:

License Granted: _____ Denied: _____ Date: _____ Certificate of Occupancy# _____

If denied, reasons(s) _____ Tax Map # Sec _____ Block _____ Lot _____

Code Enforcement Officer _____ Fee Paid: _____ Permit No. _____

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C. TO BE COMPLETED BY TENANT(S):

Note: A copy of each tenant's driver license or a photo identification must be attached hereto.

I (we) authorize representatives of the Village of Quogue to enter upon the subject property and structures for the purpose of inspecting same to ascertain that same are in conformity with the Quogue Village Code, Town, Suffolk County and State of New York codes, ordinances and laws.

NAME, PHONE, EMAIL AND PERMANENT RESIDENCE OF ALL TENANTS AND NAMES AND ADDRESSES OF ALL OTHER PERSONS WHO ARE REASONABLY EXPECTED TO OCCUPY THE DWELLING DURING THE TERM OF THE RENTAL ATTACH SEPARATE SHEET IF NECESSARY.**

TENANTS PARTY TO THE LEASE:

1. _____
Name (print or type) Permanent Address Telephone

Signature Date Email

2. _____
Name (print or type) Permanent Address Telephone

Signature Date Email

OTHERS REASONABLY EXPECTED TO OCCUPY THE DWELLING:

Name (print or type) Permanent Address Telephone

Name (print or type) Permanent Address Telephone

Name (print of type) Permanent Address Telephone

Name (print or type) Permanent Address Telephone

Name (print or type) Permanent Address Telephone

Name (print or type) Permanent Address Telephone

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