

Village of Quogue, N.Y.
P.O. Box 926
Quogue, New York 11959-0926
(631) 653-4498 Fax (631) 653-4776

Change of Tenant Form

Fee: \$50.00 in B-2 and LI-1&2

\$25.00 in B-1

Date: _____

Property Owner: _____ **Phone#** _____

Property Address: _____

Emergency Phone Contact #: _____ **Knox Box: Yes/No** _____

Proposed Tenant Name _____ **Phone#** _____

Description of space to be rented and Unit # (if applicable) _____

Type of Business: _____

Materials Stored/Used: _____

Hours of Operation: _____ **No. of Employees** _____

Equipment Installed: _____

Signage: Yes/No _____ **If yes, attach photo or color diagram and give dimensions**

Business licenses (with copies): _____

Fire Marshal – Copy: Yes _____ **No** _____ **(office use only)**

TENANT SIGNATURE

OWNER SIGNATURE

PLANNING OFFICIAL

INSPECTED BY