

**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 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](http://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.

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**B2. FOR OFFICE USE ONLY:**

License Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_ Certificate of Occupancy# \_\_\_\_\_

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

Fee Paid: \_\_\_\_\_ Permit No. \_\_\_\_\_

Code Enforcement Officer

**C. TO BE COMPLETED BY TENANT(S):**

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

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**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 or 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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