



Village of Quogue

7 Village Lane
PO Box 926
Quogue, NY 11959

Telephone: (631) 653-4498
Fax: (631) 653-4776

CHANGE OF TENANT FORM

Fee: \$100.00 in B-2 and LI-1&2 / \$50.00 in B-1

Date: _____

Property Owner: _____ Phone # _____

Property Address: _____

Emergency Contact Phone # _____ 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: _____ Number 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

TENANT SIGNATURE

OWNER SIGNATURE

PLANNING OFFICIAL

INSPECTED BY