
VILLAGE OF QUOGUE
P.O. Box 926 / 121 Jessup Ave,
Quogue, NY 11959 631-653-4555

2025 RENTAL APPLICATION QUICK CHECKLIST

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.

- 1.) NO ALTERED OR MINIMIZED APPLICATIONS WILL BE ACCEPTED.
- 2.) NO PARTIAL APPLICATIONS WILL BE ACCEPTED.
- 3.) NO FAX COPIES/NO EMAILS - ALL SUBMISSIONS MUST BE LEGIBLE.
- 4.) **REALTOR (if applicable), OWNER(S), AND TENANT(S) NEED TO READ & SIGN THE RENTAL APPLICATION.**

DID YOU:

- FILL OUT ALL QUESTIONS ON APPLICATION – **PLEASE PRINT CLEARLY** (BLUE OR BLACK INK ONLY)
- 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
- IN-PERSON SUBMITTALS DROP OFF @ 121 JESSUP AVE
- SUBMIT SEASONAL USE DWELLING UNIT ADDENDUM IF APPLICABLE.
- DON'T FORGET TO SCHEDULE YOUR RENTAL SAFETY INSPECTION.

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

Thank You

VILLAGE OF QUOGUE

P.O. Box 926 / 121 Jessup Ave.
Quogue, NY 11959
631-653-4555

2025 RENTAL LICENSE APPLICATION 2025

ALL APPLICATIONS MUST HAVE A TENANT OCCUPANCY DATE OF NO LESS THAN 5 BUSINESS DAYS AFTER THE SUBMISSION DATE OR LATE FEE APPLIES

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** dwelling shall be rented more than six times during a calendar year of which no more than four rentals shall be permitted during the summer season (Memorial Day to Labor Day).
- **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 is 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 \$2,500.00 a day and imprisonment not exceeding fifteen (15) days. These fines may be increased for repeat offenders:

- **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: _____ Phone: _____ Date: _____

B1. To be completed by OWNERS(S)** (PLEASE PRINT CLEARLY):

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 a rental safety compliance check for the purpose of inspecting the premise to be in compliance with the Quogue Village Code, Town of Southampton, 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: \$500.00 - More than 31 days **ADDITIONAL FEE OF \$250.00 IF APPLICATION RECEIVED**
\$250.00 - 14 to 31 days **LESS THAN 5 BUSINESS DAYS FROM DATE OF OCCUPANCY.**
\$150.00 - Amendment fee for an 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. _____
CR # _____

C. TO BE COMPLETED BY TENANT(S):

Note: A copy of the driver license or other photo identification of each tenant and each occupant over 17 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
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Signature	Date	Email
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2. _____

Name (print or type)	Permanent Address	Telephone
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Signature	Date	Email
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OTHERS REASONABLY EXPECTED TO OCCUPY THE DWELLING (over 17 years of age):

Name (print or type)	Permanent Address	Telephone
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Name (print or type)	Permanent Address	Telephone
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Name (print or type)	Permanent Address	Telephone
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Name (print or type)	Permanent Address	Telephone
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Village of Quogue
Rental License Application

Seasonal Use Dwelling Unit Addendum

Name of owner(s): _____

Address of property to be rented: _____

NY State law (General Obligations Law Section 7-108) generally prohibits deposits and advances greater than one month's rent. An exception exists for "seasonal use dwelling units."

To qualify as a "seasonal use dwelling unit," the leased premises must meet all of the following conditions:

1. The lease must expressly state that: (a) the dwelling unit is registered with the Village of Quogue as a "seasonal use dwelling unit," (b) the occupancy of a tenant is for seasonal use only not to exceed 120 days, and (c) the tenant has a primary residence to return to and set forth the address of such primary residence;
 2. The premises must be registered with the Village of Quogue as a "seasonal use dwelling unit;"
and
 3. Such premises are not rented as a "seasonal use dwelling unit" for more than 120 days during each calendar year.
- Do the premises described in the accompanying Rental License Application located at the address set forth above qualify by as a "seasonal use dwelling unit?" Yes / No (circle one)
 - Does the owner wish to register the premises as a "seasonal use dwelling unit?" Yes / No (circle one)
 - Note that the NY State law referred to above requires the Village of Quogue to revoke the seasonal use dwelling unit registration of any dwelling unit that does not adhere to the conditions described above.

Signature of owner(s): _____

Date: _____

Note: Any 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.