



Village of Southampton

BUILDING DEPARTMENT

23 Main Street
Southampton, NY 11968

Telephone:
631-283-0247 Ext: 146, 147, 154

E-mail:
Buildinginspector@southamptonvillage.org

Seasonal Rental Registry Checklist

- Completed Rental Registry Application
- Completed Owner Affidavit signed by **each** owner of the property
- Smoke and Carbon Monoxide Detector Affidavit (*to be completed by homeowner*)
- Disclosure Affidavit (*to be completed by homeowner*)
- Tenant Affidavit signed by **each** lessee
- \$125.00 Filing Fee (*Check can be made payable to The Village of Southampton*)
- Copy of the signed lease related to the rental of the Seasonal Use Dwelling Unit.

The lease shall contain the following:

- a. Language that the unit is registered as a **Seasonal Use Dwelling Unit**
- b. A statement that the tenant(s) has a primary address to return to, listing the primary address

Please Note:

- A dwelling occupied as a seasonal use rental will be subject to the requirements of the Housing Stability and Tenant Protection Act unless the dwelling has been entered into the registry as a Seasonal Use Dwelling Unit
- Where a dwelling is to be used as a Seasonal Use Dwelling Unit, the unit may be registered with the Building Department as a Seasonal Use Dwelling Unit before the term of the rental is to begin.
- In no event shall any Seasonal Use Dwelling Unit be rented for more than 120 days within any year.
- Financial information may be redacted



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631-204-2146 ext 146

631-204-2147 ext 147

APPLICATION FOR RENTAL REGISTRY

Rental Property Information:

Address: _____

Tax Map #: District – 904 – Section - _____ - Block _____ - Lot _____

Rental Period to Begin: _____ through: _____

Owner Information:

Owner's Name: _____

Owner's Mailing Address: _____

Telephone Number: _____ E-mail Address: _____

Second Property Owner Information *(If applicable. Attach additional pages if necessary)*:

Owner's Name: _____

Owner's Mailing Address: _____

Telephone Number: _____ E-mail Address: _____

Lessee Information

Number of Tenants Requested: _____

Name of Tenant: _____

Primary Address: _____

Telephone Number: _____ E-mail Address: _____



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631-204-2146 ext 146

631-204-2147 ext 147

OWNER RENTAL AFFIDAVIT

STATE OF NEW YORK:

: ss

COUNTY OF SUFFOLK

_____, being duly sworn,

Deposes and says that:

1. He / She is the owner of _____, Southampton, NY 11968;
and
2. He / She attests that all information provided in this application is true to the extent of their knowledge; and
3. He / She confirms that the property is a Seasonal Rental Unit and has not been rented for a period longer than 120 days including this rental term, within the calendar year; and
4. He / She confirms that they are aware, and will comply with, all Village laws and ordinances affecting Seasonal Use Dwelling Units, noise, vehicle parking restrictions on residential lots and agree to abide by the same; and
5. He / She acknowledges responsibility for refuse removal in a timely and efficient manner

SWORN TO BEFORE ME THIS

____ DAY OF _____ 20__

NOTARY PUBLIC

OWNER OF RENTAL PROPERTY

SWORN TO BEFORE ME THIS

____ DAY OF _____ 20__

NOTARY PUBLIC

OWNER OF RENTAL PROPERTY



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631-283-0247 ext 154

631-283-0247 ext 147

Carbon Monoxide and Smoke Alarm Affidavit of Compliance Single – and multiple-station alarms

STATE OF NEW YORK)

Date: _____

ss:

COUNTY OF SUFFOLK)

Tax Map # 904-_____ - _____

I, _____ being duly sworn, deposes and states:
(Print owner / agent name)

The Property located at, _____ Southampton, NY 11968
(Street address)

As the owner / agent of the above-referenced property, I hereby certify that the Carbon Monoxide Alarm(s) and Smoke Alarm(s) are installed in accordance with the manufacturer's instructions and in compliance with New York State Fire Code (2020), and New York State Property Maintenance Code (2020).

I have verified that all smoke alarms, CO alarms and heat detectors (when applicable) have been inspected, tested, maintained and are all functioning properly.

I hereby attest and affirm that; smoke, heat and carbon monoxide alarms are installed in all the following locations:

- Each room used for sleeping purposes contains a smoke alarm.
- The ceiling or wall in the immediate vicinity outside each sleeping room contains a smoke alarm.
- There are smoke alarm(s) on each floor level, including the basement. (This does not include crawl spaces or uninhabitable attic spaces.)
- Dwelling or sleeping units with an attached garage constructed in accordance with 2020 edition of the NYS Residential Code are equipped with a heat detector within the garage. The heat detector shall be listed, and labeled as complying with UL539.
- In a dwelling or sleeping unit that contains a carbon monoxide source, a CO alarm shall be installed on each floor level. The carbon monoxide alarm shall be located within 10 feet of each sleeping area. More than one CO shall be provided where necessary, to assure that no sleeping area on such story is more than 10 feet away from a carbon monoxide alarm. In addition, a CO alarm shall be within each sleeping area that contains a carbon monoxide source.
- All alarms are not more than 10 years from the date of manufacture as marked on the unit. If the date of manufacture cannot be determined it shall be replaced.

Smoke alarms shall be listed and labeled as complying with UL217

Combination smoke/carbon monoxide alarms shall be listed and labeled as complying with UL 2034 and UL 217.

CO alarms shall be listed and labeled as complying with UL2034.

This information is based upon personal knowledge, information and belief. False statements made herein are punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Sworn to before me this ____ day of _____ 202__

Notary Public

(owner /agent signature)

4. Does any officer or employee of the Village of Southampton have an interest in the applicant, the landowner or in the contract vendee?

_____ YES _____ NO

If yes, state the name and residence of such officer or employee and the nature and extent of such interest.

For the purpose of this disclosure, an officer or employee of the Village of Southampton shall be deemed to have an interest in the applicant, landowner, or contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a.) Is the applicant, land owner, or contract vendee; or
- b.) Is an officer, director partner, member or employee of the applicant, landowner or contract vendee; or
- c.) Legally or beneficially owns or controls stock of a corporate applicant, landowner, or contract vendee, or is a partner or member of a partnership or limited liability company applicant, landowner, or contract vendee; or
- d.) Is a party to an agreement with such an applicant, landowner or contract vendee, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law 809.

5. Does any officer or employee of the Town of Southampton, County of Suffolk or State of New York have an interest in the applicant, landowner, or contract vendee?

_____ YES _____ NO

If yes, state the name and residence of such officer or employee, the name of such governmental entity (Town, County, State) and the nature and extent of such interest.

For the purpose of this disclosure, an officer or employee of the Town of Southampton, County of Suffolk or State of New York shall be deemed to have an interest in the applicant, landowner or contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them:

- a.) Is the applicant, land owner, or contract vendee; or
- b.) Is an officer, director partner, member or employee of the applicant, landowner or contract vendee; or
- c.) Legally or beneficially owns or controls stock of a corporate applicant, landowner, or contract vendee, or is a partner or member of a partnership or limited liability company applicant, landowner, or contract vendee; or
- d.) Is a party to an agreement with such an applicant, landowner or contract vendee, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law 809.

SWORN TO BEFORE ME THIS
_____ DAY OF _____ 20_____

Notary Public

Signature



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TENANT RENTAL AFFIDAVIT

STATE OF NEW YORK:

: ss

COUNTY OF SUFFOLK

_____, being duly sworn,

Deposes and says that:

1. He / She is the tenant of _____, Southampton, NY 11968
from _____ through _____ and;
2. He / She confirms that they are aware, and will comply with, all Village laws and ordinances affecting Seasonal Use Dwelling Units, noise, vehicle parking restrictions on residential lots and agree to abide by the same

SWORN TO BEFORE ME THIS

____ DAY OF _____ 20__

NOTARY PUBLIC

TENANT OF RENTAL PROPERTY

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TENANT OF RENTAL PROPERTY