



Village of New Hyde Park Village Hall

1420 Jericho Turnpike • New Hyde Park, NY 11040-4684
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Website: www.vnhp.org

Christopher Devane
Mayor

Madhvi Nijjar
Deputy Mayor

Trustees:
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Ed Quinlan
Eve Sheikh

Timothy F.X. Jones
Village Justice

Rebecca A. Sheehan Esq.
Village Clerk-Treasurer

Patricia Durante
Deputy Clerk

John Gahan
Deputy Treasurer

A. Pillay
*Superintendent of
Building Department*

Igor Sikiric
*Superintendent of
Public Works*

RE: **Incorporated Village of New Hyde Park Rental Registration Law**

Dear Sir or Madam,

The Village of New Hyde Park Rental Registration Law requires approved applications be processed and kept on file prior to the occupation of prospective rental properties.

- The Rental Occupancy Application (Form A) must be completed if there have been **changes to the dwelling or if you are a first time renter.**
- Rental Registration Application (Form B) must be completed if there have been **changes in occupancy.**
- The Rental Renewal Application (Form C) must be completed only if **there are no building or occupancy changes in what you initially reported.**

Please complete the appropriate application, attach the proper permit fee (refer to fee schedule on next page) and send to the Village's Building Department. Upon submission of your completed application and renewal fee, the owner shall contact the Building Department to arrange an inspection date and time in order to inspect the rental dwelling unit(s) for safety.

Your completed application and renewal fee must be submitted on or before December 1st of the current year. Your failure to submit the required application and renewal fee on or before December 1, of the current year; will render you in violation so please be timely with your paperwork.

For your convenience, detailed instructions for the completion of each application are enclosed. Should you have any questions regarding the Rental Registration requirements, please do not hesitate to contact my office.

Finally, in the event that the tenancies referred to in your Rental Occupancy application should change in the future, the Rental Registration Application will need to be completed by you and submitted to the Building Department noting such changes.

If you are found renting your property without registering with the Village of New Hyde Park, you may be subject to court fines which may go up to \$2,000 each

Thank you for your anticipated cooperation.

Very truly yours,

A. Pillay
Building Department Superintendent
Incorporated Village of New Hyde Park

Fees for Rental Dwelling Units Per Structure:

One Dwelling Unit	\$250.00
Two Dwelling Units	\$500.00
Three Dwelling Units	\$750.00
Four Dwelling Units	\$ 900.00
More than 4 Dwelling Units, \$900.00 plus \$125.00 for each unit in excess of 4	

If requesting inspections on Saturday, you will incur an additional cost of \$500. Inspections on Sundays & legal holidays will not be performed.

FORM A

INCORPORATED VILLAGE OF NEW HYDE PARK

RENTAL OCCUPANCY PERMIT

For an Individual Rental Dwelling Unit

**Issued pursuant to Chapter 196 of the Municipal Code
Of the Incorporated Village of New Hyde Park**

This form must be filed in duplicate

**STATE OF NEW YORK
COUNTY OF NASSAU**

_____, being duly sworn, deposes and says:

Name of Owner or Agent

I hereby apply for a Rental Occupancy Permit and verify the following statements:

1. **Owner Name:** _____ **Telephone:** _____

Address: _____

Email Address: _____

Building Information:

2. **Premises Sec.:** _____ **Block:** _____ **Lot(s):** _____

Street Address: _____

3. **Type of Building:** _____ **Mixed Occupancy:** _____
Multiple Dwelling: _____
Single Family: _____

Number of Units _____

Type of Construction _____

Height of Building(s) _____ **Number of Stories** _____

Type of Heating Facilities _____

Number of Rental Units Occupied _____ **Vacant** _____ **Total Units** _____

INCORPORATED VILLAGE OF NEW HYDE PARK

Number of occupants currently occupying each rental unit:

Unit 1 _____	Unit 5 _____	Unit 9 _____
Unit 2 _____	Unit 6 _____	Unit 10 _____
Unit 3 _____	Unit 7 _____	
Unit 4 _____	Unit 8 _____	

(Add information about additional units on a separate page.)

Unit Information: (For **each** unit, add additional information on separate page)

4. Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____
Unit Number: _____	Floor Number: _____

Dimensions of each:

Living Room _____	Bedroom(s)
Dining Room _____	1. _____
Kitchen _____	2. _____

Other Habitable Rooms*

	3. _____
1. _____	4. _____
2. _____	5. _____

**** Do not include cellars or attics when counting floors or rooms***

Number/Location of smoke alarms _____

Number/Location of carbon monoxide detectors _____

SEE ADDITIONAL REQUIREMENTS ON ATTACHED SHEET:

INCORPORATED VILLAGE OF NEW HYDE PARK

5. Managing Agent _____ Telephone: _____

Address: _____

Email Address: _____

Signature of Owner or Agent

Sworn to before me this _____ day
of _____, 20____

Notary Public

6. The proper fee must be submitted with the Rental Occupancy Permit Application. Fees for Rental Dwelling Units per Structure are as follows:

One Dwelling Unit	\$ 250.00
Two Dwelling Units	\$ 500.00
Three Dwelling Units	\$ 700.00
Four Dwelling Units	\$ 900.00

More than Four (4) Dwelling Units, \$900.00 plus \$100.00 for each unit in excess of four (4).

7. The following must be submitted with each application of Rental Occupancy Permit:

- A. A property survey of the premises drawn to a scale not greater than forty (40) feet to one (1) inch.**
- B. If not shown on the survey, a site plan, drawn to scale, showing all buildings, structures, walks, drives and other physical features of the premises and the number, location and access of existing and proposed on-site vehicle parking facilities.**
- C. If new construction, alterations or improvements are being made, a properly prepared building permit application.**
- D. A copy of the Certificate of Occupancy and Certificate of Completion, if any.**

In consideration of being granted the Permit hereby applied for, it is agreed that the applicant will comply with the requirements of the Building Department of the Village now in force or which may in the future be promulgated for Rental Registration. Falsification of any statement made herein may be punishable under penalties of perjury and will result in revocation of the Permit.

FORM B

**INCORPORATED VILLAGE OF NEW HYDE PARK
RENTAL REGISTRATION APPLICATION
OWNER OR AGENTS DECLARATION**

A Rental Registration Form must be filed whenever a **change in rental occupancy occurs**.

STATE OF NEW YORK
COUNTY OF NASSAU

_____, being duly sworn, deposes and says:
(Name of Owner or Agent)

I have today rented the Rental Dwelling Unit described below.

1. **Owner Name:** _____ **Telephone:** _____

Owner Address: _____

Email Address: _____

2. **Premises:** **Section:** _____ **Block:** _____ **Lot(s):** _____

Street Address: _____

Unit Number: _____

Rental Occupancy Permit Number: _____

3. **Managing Agent Name:** _____ **Telephone:** _____

Address: _____

Email Address: _____

4. **Term of Lease:** _____ **Expiration Date:** _____

5. **Number of occupants occupying rental unit:** _____

Signature of Owner or Agent

Sworn to before me this _____ day
of _____, 20__

Notary Public

FORM C
INCORPORATED VILLAGE OF NEW HYDE PARK
1420 Jericho Turnpike
New Hyde Park, NY 11040

RENTAL RENEWAL APPLICATION

If there have been **no changes in your dwelling(s)** since your initial application, including but not limited to:

1. Number of dwelling units rented or available for rent
2. Dimensions of each habitable room per dwelling
3. Type of heating facilities
4. Number of occupants

Please sign this form and have it notarized. This form must be submitted to the Building Department by end of current year along with the required proper fees.

Signature of Owner or Agent

Print Name

Daytime Contact Phone Number

Email Address: _____

Sworn to before me this _____ day of _____, 20__

Notary Public

Fees for Rental Dwelling Units Per Structure:

One Dwelling Unit	\$ 250.00
Two Dwelling Units	500.00
Three Dwelling Units	750.00
Four Dwelling Units	900.00

More than 4 Dwelling Units, \$900.00 plus \$125.00 for each unit in excess of 4