



**BUILDING DEPARTMENT
TOWN OF EAST HAMPTON**

*300 Pantigo Place – Suite 104
East Hampton, New York 11937*

DRAFT

Rental Property Registration Form

To register your residential rental property and receive a Rental Registration Number, please follow these four steps:

1. Complete the Rental Property Registration Form and have it notarized
2. Complete the Rental Property Inspection Checklist and have it notarized
3. Attach a copy of the latest Certificate of Occupancy for the property issued by the Town of East Hampton
4. Include a Rental Property Registration Fee of \$250 for a two-year term

Date

PROPERTY OWNER INFORMATION

Name(s)
Physical Address
Mailing Address
Telephone Numbers

AGENT INFORMATION (if applicable)

Name(s)
Physical Address
Mailing Address
Telephone Numbers

RENTAL PROPERTY INFORMATION

Physical Address
Suffolk County Tax Map #
Number of Rooms in Rental Property
Number of Bedrooms
Square Footage of each respective bedroom in the rental property

| | | |
|------------|------------|------------|
| Bedroom #1 | Bedroom #2 | Bedroom #3 |
| Bedroom #4 | Bedroom #5 | Bedroom #6 |
| Bedroom #7 | Bedroom #8 | Bedroom #9 |

TENANT INFORMATION

Length of Tenancy

Rental Start Date

Rental End Date

Number of Tenants (if known)

Please note: properties may be registered without a known tenancy or term. In the event a property is registered without tenant information, a [Rental Property Update Form](#) shall be filed when the number of tenancy and term of tenancy becomes known, but in any event prior to commencement of a rental tenancy.

OWNER/AGENT

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

(Notary Public)