



Village of New Hyde Park Village Hall

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Website: www.vnhp.org

Christopher Devane
Mayor

Trustees:
Madhvi Nijjar
Donna M. Squicciarino
Arthur Savarese
Rainer Burger

Timothy Jones
Village Justice

Cathryn Hillmann
Village Clerk-Treasurer

A. Pillay
*Superintendent of
Building Department*

Igor Sikiric
*Deputy Superintendent of
Public Works*

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

Dear Sir or Madam,

At the Public Hearing of November 1, 2005, which considered for adoption a rental registration law, the Village's Board of Trustees adopted Local Law No. 1 of 2005 (codified as Chapter 196 of the Municipal Code) which provides for the mandatory licensing of Rental Dwelling Units throughout the Village in Mixed Occupancy Buildings and Multiple Dwellings (refer to Local Law No. 1 of 2005).

A letter was sent to property owners of mixed occupancy and multiple dwelling buildings in the Village of New Hyde Park along with the required forms to be completed. Pursuant to Section 196.9, Rental Registration Permits are valid for a period of two years from the date of issuance. Therefore, it is time to renew your permit application.

- The Rental Occupancy Permit Application (Form A) must be completed if there have been **changes to the building/structure**.
- 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 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 receipt of your completed application and renewal fee, pursuant to Section 196.12, the Building Department will make the necessary arrangements with you in order to inspect the rental dwelling units in your building as identified in your application.

Your completed application and renewal fee must be submitted on or before September 30, 2021 (refer to Local Law 1 of 2005, Section 196.19). Your failure to submit the required application and renewal fee on or before September 30, 2021 will render you in violation of Chapter 196 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 requirements of Chapter 196, please do not hesitate to contact my office.

Finally, in the event that the tenancies referred to in your Rental Occupancy Permit 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 (refer to Local Law No. 1 of 2005, Section 196.15).

Thank you for your anticipated cooperation.

Very truly yours,

A. Pillay

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

Fees for Rental Dwelling Units Per Structure:

| | |
|----------------------|----------|
| One Dwelling Unit | \$200.00 |
| Two Dwelling Units | \$400.00 |
| Three Dwelling Units | \$600.00 |
| Four Dwelling Units | \$800.00 |

More than 4 Dwelling Units, \$800.00 plus \$75.00 for each unit in excess of 4

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 submitted 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: _____

Building Information:

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

Street Address: _____

3. **Premises Description:** **Mixed Occupancy Building** _____ **Multiple Dwelling** _____

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 2 _____

Unit 3 _____

Unit 4 _____

(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: _____

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: _____

Signature of Owner or Agent

Sworn to before me this ____ day
of _____, 2021

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 | \$ 200.00 |
| Two Dwelling Units | \$ 400.00 |
| Three Dwelling Units | \$ 600.00 |
| Four Dwelling Units | \$ 800.00 |

More than Four (4) Dwelling Units, \$800.00 plus \$75.00 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: _____

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

Street Address: _____

Unit Number: _____

Rental Occupancy Permit Number: _____

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

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 _____, 2021

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 September 30, 2021 along with the required proper fees.

Signature of Owner or Agent

Print Name

Daytime Contact Phone Number

Sworn to before me this _____ day of _____, 2021

Notary Public

Fees for Rental Dwelling Units Per Structure:

| | |
|----------------------|-----------|
| One Dwelling Unit | \$ 200.00 |
| Two Dwelling Units | 400.00 |
| Three Dwelling Units | 600.00 |
| Four Dwelling Units | 800.00 |

More than 4 Dwelling Units, \$800.00 plus \$75.00 for each unit in excess of 4