



# Village of New Hyde Park

## Village Hall

1420 Jericho Turnpike • New Hyde Park, NY 11040-4684  
(516) 354-0022 • Fax: (516) 354-6004  
Website: [www.vnhp.org](http://www.vnhp.org)

Christopher Devane  
*Mayor*

Madhvi Nijjar  
*Deputy Mayor*

*Trustees:*  
Rainer Burger  
Arthur Savarese  
Eve Sheikh

Timothy F.X. Jones  
*Village Justice*

Rebecca A. Sheehan  
*Village Clerk-Treasurer*

Patricia Durante  
*Deputy Clerk*

John Gahan  
*Deputy Treasurer*

A. Pillay  
*Superintendent of  
Buildings*

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 1, 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 begin at \$2000.

Thank you for your anticipated cooperation.

Very truly yours,

*A. Pillay*

A. Pillay  
Building Department Superintendent  
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

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:** \_\_\_\_\_

**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** \_\_\_\_\_

**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 11 _____ |
| Unit 4 _____ | Unit 8 _____ | Unit 12 _____ |

**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: _____ |

**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 and/or Owner \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
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 \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
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 last 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 October 11, 202\_\_ along with the required proper fees.**

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Address of the Property

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Contact Phone Number

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Notary Public

Fees for Rental Dwelling Units Per Structure:

|                      |           |
|----------------------|-----------|
| One Dwelling Unit    | \$ 200.00 |
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| 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

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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** \_\_\_\_\_

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

4. Unit Number: \_\_\_\_\_ Floor Number: \_\_\_\_\_  
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**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:***

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Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

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of \_\_\_\_\_, 202\_\_

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Signature of Owner or Agent

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Notary Public

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**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 \_\_\_\_\_, 202\_\_

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Notary Public

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