



RENTAL APPLICATION CHECKLIST

- 1. Notarized Rental Application**
- 2. Application Fee Non-Refundable of \$100 (if permit is issued this will be deducted from the annual permit fee due)**
- 3. Floor Plan Drawing**
- 4. Notarized Lease Or Rental Agreement**
- 5. Copy Of Homeowner's Insurance Policy**
- 6. Tenants Name & Tenants Phone #**
- 7. List Of Vehicles That Will Be Maintained At The Residence (Make, Model #, License Plate #)**
- 8. Managing Agent/Operator Name, Phone & Address**

At no time prior to the permit being issued shall the home be occupied by a tenant until such rental permit has been obtained. You will be in violation of Rental Property Local Laws. (Village Code can be found on our website, refer to Chapter 127 Rental Regulations)



INCORPORATED VILLAGE OF LAKE GROVE

980 HAWKINS AVENUE, LAKE GROVE, NY 11755

P(631)585-2000

F (631)981-0965

SINGLE FAMILY HOME RENTAL LAW

1. If you are a resident/homeowner living in your home in the Inc. Village of Lake Grove for a minimum of (5) years, you may apply for a house rental permit. Homeowners who live in Lake Grove have a vested interest in our community and this new Local Law recognizes that. The concern has always been with an investor who does not live in our Village. Out of sight, out of mind.
2. All rental permits are void when there is a transfer of property ownership.
3. House rental permits must be renewed every year. The fee for the first year is \$1,000 and each year after \$500.
4. Submitting an application does not guarantee a permit will be issued. Violations, open permits, tax arrears, police reports and complaints on file for the property will be taken into consideration.
5. The fine for renting a home without a permit is \$1,000 for the first offense and up to \$5,000 per offense thereafter.



INC. VILLAGE OF LAKE GROVE

Department of Public Safety

Division of Code Enforcement

980 Hawkins Avenue

Lake Grove NY 11755

P(631) 585-2000, F(631) 981-0965

****Important-Please be advised that there is a \$100 Non-Refundable application fee, if rental permit is issued this fee will be deducted from the annual fee that is due.** If the lessee changes it is the owners responsibility to provide the Village with the updated documents.**

Tax Map No: 0208- Rental Address: _____

Owner Name: _____ Owner Telephone No: _____

Owner Email Address: _____

Owner Mailing Address: (No P.O. Boxes Accepted) _____

Check One: ☐ New ☐ Renewal

****For Office Use Only****

Deed Received: ☐ Date: _____

Survey Received: ☐ Date: _____ Floor Plan Received: ☐ Date: _____ Fee Received: ☐ Date: _____

Approved: ☐ By: _____ Permit # _____ - _____ Expiration Date: _____

Inspection Date: _____ Pass ☐ Fail ☐ Inspector: _____

AFFIRMATIONS:

Are there any Property Covenants or Conditions of Special Permits which would affect the rental of this property? If yes, please attach to this application.

I swear that this application is a true and complete statement.

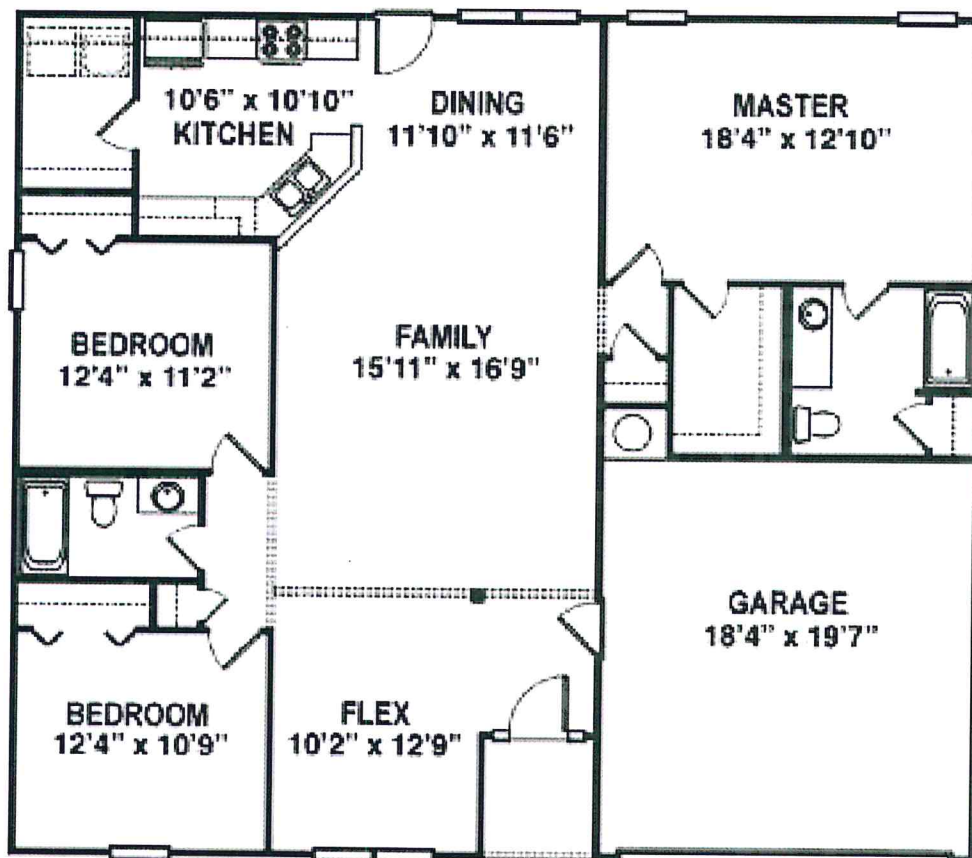
SIGNATURE OF APPLICANT _____

SWORN BEFORE ME THIS _____ DAY OF _____ 20____

NOTARY PUBLIC _____

Rental Permit Requirements:

- Application form completed, signed and notarized (Tax Map # can be found on your Tax Bill).
- Address (must be legal address) P.O. Box **CAN NOT** be used as mailing address.
- Telephone No. Must be listed and this office will call to set up an appointment. (All inspections are done Monday through Friday, except holidays, 10:00AM TO 3:00 PM.)
- Floor plan showing layout of your rental dwelling -labeling all rooms. (**Sample below**)
- Please provide a list of all vehicles maintained at the residence (Make, Model, and License Plate #)



As per Lake Grove Village Code §127, the following information must be provided:

1. The names, emails, and phone numbers for each person presently residing in, or occupying, such premises intended for rental occupancy: (attach additional sheet if necessary)

| | | |
|-------------|---------------|--------------|
| Tenant Name | Email Address | Phone Number |
|-------------|---------------|--------------|

| | | |
|-------------|---------------|--------------|
| Tenant Name | Email Address | Phone Number |
|-------------|---------------|--------------|

| | | |
|-------------|---------------|--------------|
| Tenant Name | Email Address | Phone Number |
|-------------|---------------|--------------|

| | | |
|-------------|---------------|--------------|
| Tenant Name | Email Address | Phone Number |
|-------------|---------------|--------------|

2. The makes, models, and license plate numbers of all vehicles that belong to the tenants presently residing in, or occupying, such premises intended for rental occupancy: (attach additional sheet if necessary)

| | | |
|--------------|---------------|----------------------|
| Vehicle Make | Vehicle Model | License Plate Number |
|--------------|---------------|----------------------|

| | | |
|--------------|---------------|----------------------|
| Vehicle Make | Vehicle Model | License Plate Number |
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| Vehicle Make | Vehicle Model | License Plate Number |
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| | | |
|--------------|---------------|----------------------|
| Vehicle Make | Vehicle Model | License Plate Number |
|--------------|---------------|----------------------|

3. The name, address, and telephone number of the managing agent or operator of each such intended rental dwelling unit: (attach additional sheet if necessary)

| | | |
|------------------------------|-------------------------|--------------|
| Managing Agent/Operator Name | Address (No P.O. Boxes) | Phone Number |
|------------------------------|-------------------------|--------------|

| | | |
|------------------------------|-------------------------|--------------|
| Managing Agent/Operator Name | Address (No P.O. Boxes) | Phone Number |
|------------------------------|-------------------------|--------------|