

RENTAL REGISTRATION APPLICATION
NON-OWNER OCCUPIED DWELLINGS
NOT INCLUDING FIRE ISLAND

1. PROPERTY INFORMATION

a. Street Address Location _____

b. Tax Map Number 0200 - _____ - _____ - _____

2. OWNER'S INFORMATION

a. Name _____

(Print)

b. Address (No Post Office Box):

(Number) (Street) (City) (State) (Zip)

c. Telephone Number _____
(Area Code) (Home Number)

(Area Code) (Work Number)

d. E-Mail Address _____

3. APPLICANT INFORMATION

a. Check if applicant is: _____ Owner _____ Operator _____ Agent

b. Name: _____

c. Address of Operator or Agent: (No Post Office Box):

(Number) (Street) (City) (State) (Zip)

4. ALTERNATE CONTACT FOR EMERGENCIES

Owners who reside further than 25 miles outside the Town of Brookhaven, must designate an alternate contact who will respond to calls from Police, Fire, Emergency or Town Inspections personnel when attempts to contact the owner/agent have failed, the owner is unavailable to respond in a timely manner or the owner is unable to be physically present at the residence when required by above noted entities. The designated alternate contact person must be located in the Town of Brookhaven or within twenty-five (25) miles of the Town of Brookhaven.

a. Name _____
(Print)

b. Address (No Post Office Box):

(Number) (Street) (City) (State) (Zip)

c. Telephone Number _____
(Area Code) (Home Number)

(Area Code) (Work or Mobile Number)

d. E-Mail Address _____

5. FILL OUT THIS SECTION IF RENTAL UNIT IS A HOUSE, CONDO OR CO-OP

TYPE OF DWELLING check one: ___ House ___ Condo ___ Co-op

Living Room	_____	Bedroom #1	_____
Dining Room	_____	Bedroom #2	_____
Kitchen	_____	Bedroom #3	_____
Den	_____	Bedroom #4	_____
Study/Library	_____	Bedroom #5	_____
Entertainment Room	_____	Bedroom #6	_____
Playroom	_____	Other	_____

TOTAL FLOOR AREA, SQ.FT. _____ ÷ 150 sq. ft. = _____ max. occupancy
No cellar, kitchen or bathroom space shall be used as a habitable room or dwelling unit or to calculate the minimum total usable floor area.

FOR OFFICE USE ONLY

Is Occupancy in compliance with the Property Maintenance Code of NYS? _____

FEE:
One (1) Bdrm. \$95.00
Two (2) Bdrms. \$160.00
Three (3) Bdrms. \$220.00
Four (4) Bdrms. \$285.00
More than 4 \$345.00
Plus \$100.00 for each bedroom in excess of 4

TOTAL FEE _____

6. FILL OUT THIS SECTION IF RENTAL UNIT IS A MULTI-UNIT COMPLEX

Building # _____ Apartment # _____ Unit Model _____

CALCULATIONS for HABITABLE ROOMS

	Square Footage		Square Footage
Living Room	_____	Bedroom #1	_____
Dining Room	_____	Bedroom #2	_____
Kitchen	_____	Bedroom #3	_____
Den	_____	Bedroom #4	_____
Study/Library	_____	Bedroom #5	_____
Entertainment Room	_____	Bedroom #6	_____
Other	_____		

TOTAL USABLE FLOOR AREA, SQ.FT. _____ ÷ **150 sq. ft.** = _____ **max. occupancy**

No cellar, kitchen or bathroom space shall be used as a habitable room or dwelling unit or to calculate the minimum total usable floor area.

FOR OFFICE USE ONLY

Is Occupancy is in compliance with the Property Maintenance Code of NYS? _____

Total Number of Units _____ Total Number of Buildings _____

Duplicate the above Section 6 for each different type of rental unit.

FEE:

4 to 50 Units \$1,000.00
51 to 100 Units \$1,500.00
101 to 200 Units \$2,500.00
Over 200 Units \$5,000.00

TOTAL FEE _____

NOTE: It shall be unlawful and a violation of Chapter 82 for any person or entity who owns a rental dwelling unit in the Town of Brookhaven to allow more than four (4) persons per bedroom in said rental dwelling unit.

7. **TOTAL USABLE FLOOR AREA OF HABITABLE ROOMS:** _____
(Do not include cellar, kitchen or bathroom space. Do not include basement space unless, in addition to the other provisions of Chapter 82 (Town of Brookhaven Code) and the New York State Uniform Fire Prevention and Building Code: leakage, runoff and dampness requirements are met; minimum aggregate glass area of windows (above grade) is satisfied; and the basement space complies in all respects with the New York State Uniform Fire Prevention and Building Code. Please refer to Chapter 82-7, C. (T. O. B. Code attached) for ceiling height requirements.)
8. **Do you have/will you be adding, any additional bedrooms to the/any rental dwelling unit?**
(Any additions of bedrooms to a rental dwelling unit shall require Suffolk County Health Department approval unless an existing Certificate of Occupancy specifically covers such.) _____
9. **Does/Do the/all rental dwelling unit(s) have a dining area and recreation area in the dwelling structure?** _____
10. **Was the dwelling unit(s) built prior to 1937?** _____
(Refer to Section 82-7, C. and G. for structures built prior to 1937.)
11. **Is this dwelling unit a residential care facility established under Federal, New York State or Suffolk County guidelines or is it utilized by occupants that are in an established care program?** _____
12. **Is the applicant is a not-for-profit housing development corporation organized under the laws of the State of New York, and is providing housing for senior citizens or other designated special populations subject to income guidelines established by either federal or state regulation?** _____

13. **The owner and the alternate are required to maintain a current list of the dwelling' occupants. Upon request by Town Inspectors, Police, Fire or other emergency personnel, the owner or Alternate is required to present the list of occupants.**

Additionally, owners are required to list the names of tenants on all submitted rental applications. When there is/are no tenant(s) identified at the time of the rental application, an owner must submit an Updated tenant list to the Town within 15 days of rental property occupancy by tenants. An updated list must be submitted within 15 days each time a new tenant is added or an existing tenant vacates the premises.

Designate if: Tenant Information Attached Tenant Information To Be Submitted

The Town of Brookhaven reserves the right to submit information from rental applications to the Internal Revenue Service and/or the New York State Department of Taxation and Finance.

TOTAL USABLE FLOOR AREA, SQ.FT.	/150 sq.ft.=MAX.OCC.	=====
TOTAL OCCUPANCY	@ 150 sq.ft.=	NEEDED SQ. FT.
=====		=====

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

_____ being duly sworn, deposes and says
OWNERS NAME (Line #1 Above, Print)

that he/she reside(s) at _____

in the Town of _____, in the County of _____

and the State of _____, and that he/she is/are the owner(s) in fee of the premises described in the foregoing petition and that he has/have read the foregoing application and know(s) the contents thereof; that the same is true to his/her/their knowledge; and that he make(s) the foregoing petition for a permit for Temporary Rental Registration and further that I/we will comply with all New York State Building Code Requirements and Town of Brookhaven Requirements pertaining to Rental Registration and will meet these standards within ninety (90) days of the granting of the Temporary Rental Registration or the permit will become null and void. I further state that I have received a copy of and fully understand the Brookhaven Town Code concerning the restrictions on the number of unrelated persons occupying said residence.

Signature

Signature

Sworn to be me this _____

Day of _____, 20

Notary Public

The following persons are tenants residing at the property for which this application is for identified as _____.

(Address)

Name (Please Print)

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

The following excerpts of Town Code regulate the use of a dwelling unit.

Chapter 85-1 Definitions FAMILY

[Amended 7-22-2003, effective 8-11-2003; 8-28-2012 by L.L. No. 21-2012, effective 9-11-2012]

- (1) The following groups shall be considered a family:
 - (a) Any number of persons related by blood, marriage, legal adoption or legal foster relationship, living and cooking together as a single, nonprofit housekeeping unit;
 - (b) Four or more persons occupying a single dwelling unit and living together as a traditional family or the functional equivalent of a traditional family.
- (2) It shall be presumed that four or more persons living in a single nonprofit dwelling who are not related by blood, marriage, legal adoption or legal foster relationship do not constitute the functional equivalent of a traditional family. This presumption can be overcome only by a showing that, under the standards enumerated in Subsection C hereof, the group constitutes the functional equivalent of a traditional family. A determination as to the status of such group may be made in the first instance by the Chief Building Inspector or his designee, or on appeal from an order, requirement, decision or determination made by him, by the Zoning Board of Appeals in conformance with this Chapter 85 of the Brookhaven Town Code.
- (3) In determining whether four or more persons living in a single nonprofit dwelling who are not related by blood, marriage, legal adoption or legal foster relationship constitute the functional equivalent of a traditional family pursuant to Subsection A(2), the following factors shall be evaluated:
 - (a) The group is one which lives and cooks together as a single housekeeping unit, shares expenses for food, rent, ownership costs, utilities and other household expenses. A unit in which the various occupants act as separate roomers may not be deemed to be occupied by the functional equivalent of a traditional family.
 - (b) The group is of a permanent and stable nature and is neither a framework for transient or seasonal living nor merely an association or relationship which is transient or seasonal in nature. Nothing herein shall preclude the seasonal use of a dwelling unit by a group which otherwise meets the standards of this subsection at its permanent residence. Evidence of such permanence and stability includes, but is not limited to:
 - [1] The presence of minor children regularly residing in the household who are enrolled in a local school.
 - [2] Members of the household have the same address for the purposes of voter registration, drivers' licenses, motor vehicle registration, filing of taxes and delivery of mail.
 - [3] Members of the household are employed in the area.
 - [4] The household has been living together as a unit for a year or more, whether in the current dwelling or in other dwelling units.
 - [5] The existence of a head of the household that cares for the occupants in a family-like living arrangement.
 - [6] Common ownership of furniture and appliances among the members of the household.
 - [7] Any other factors reasonably related to whether or not the occupants are the functional equivalent of a family.
- (4) All other requirements of this chapter regarding the use and occupancy of a residence for one family shall be complied with.
- (5) Any determination under this subsection shall be limited to the status of a particular group of persons as a family and shall not be interpreted as authorizing any other use, occupancy or activity.
- (6) In no case shall a residence for a single family be occupied by more than the number of persons permitted under the standards presented in this chapter.
- (7) Floor plans of the dwelling unit shall be submitted to the Chief Building Inspector or his designee, and on appeal if necessary to the Zoning Board of Appeals, and must conform to all Town and state laws, regulations and codes.
- (8) There shall be at least one room which is not designed as a conventional bedroom, bathroom, foyer, storage area or closet.
- (9) The Chief Building Inspector, or his designee, or the Zoning Board of Appeals may impose such conditions and safeguards as it shall deem reasonable, necessary and/or advisable in order to maintain the stability and character of the neighborhood and protect the health, safety and welfare of the community.