

**VILLAGE OF BAXTER ESTATES
315 MAIN STREET
PORT WASHINGTON, NY 11050
Telephone (516) 767-0096
Facsimile (516) 767-0058
Email: building@baxterestates.org**

**VILLAGE OF BAXTER ESTATES
APPLICATION FOR RENTAL PERMIT**

Rental Permit Checklist

- Application
- Fees - \$100.00 New Application and \$25.00 per unit **OR** \$25.00 Renewal Fee per unit
- Rental Information Sheet for **Each Unit**
- Floor Plans Showing Room Dimensions and CO/Smoke Detector Locations
- Affidavit in Lieu of Yearly Inspection – Notarized
- Proof of Ownership
- Copy of Lease
- Written Report on Operating Conditions

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APPLICATION FOR RENTAL PERMIT

Rental Permit Number _____ Application Date _____

Section _____ Block _____ Lot _____

Location _____

Type of Application: First Time Application* / Renewal

\$100.00 New Application and \$25.00 per unit **OR** \$25.00 Renewal Fee per unit

*If this application is for a property which has not yet been rented, but will be listed and advertised for rent, the renter(s) information may be omitted at the time of submission. However, the renter(s) information must be provided to the Village, in writing and signed by the owner/applicant, as a supplement to this application, within 24 hours of the signed rental agreement or any other agreement to rent.

Type of Rental: (check one)

- | | |
|--|--|
| <input type="checkbox"/> One Family Dwelling | <input type="checkbox"/> Apartment Complex (# Units _____) |
| <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Multiple Family Dwelling (# Units _____) |
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Condominium Mixed-Use Buildings (# Units _____) |

Owner's Information*

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

* If any owner permanently resides outside the County of Nassau, they must designate an manager or agent for purposes of notification in the event of an emergency

Property Manager's Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

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Rental Information - Complete one page **per unit** within the property to be rented.

Unit Number: _____

Room	Square Footage	Room	Square Footage

Term of Lease: _____

Renter's Information

Phone Number: _____ Email Address: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Required Documentation:

- A copy of the floor plan showing locations of carbon monoxide and smoke detectors.
- A written report as to the operating condition of the boilers, oil and/or gas burners, electrical heating equipment, compactors and devices connected therewith and fire and safety equipment, such as fire extinguishers, fire escapes and fire-warning systems and sprinkler systems contained in or used in connection with said rental dwelling unit and its appurtenances. The reports shall specifically state compliance or lack of compliance and in what respect there is failure to comply with the provisions of this Code or any other ordinances which may be applicable

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APPLICATION FOR RENTAL PERMIT

Affidavit in Lieu of Yearly Inspection

STATE OF NEW YORK

ss.:

COUNTY OF NASSAU

I, _____ certify, under penalty of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and the same are true and accurate. I have read copies of Chapter 146, Rental Dwelling Units, of the Code of the Village of Baxter Estates and the New York State Property Maintenance Code and agree to abide by the same. I understand that no permit or renewal thereof shall be issued under any application unless the property shall be in compliance with all of the provisions of the Code of the Village of Baxter Estates, the laws, and sanitary and housing regulations of the County of Nassau, or any special district having jurisdiction with respect to the property, and the laws, rules and regulations of the State of New York. To the best of my knowledge there is no existing safety or health code violation of the code of the Village of Baxter Estates or the New York State Uniform Fire Prevention and Building Code at the property which is the subject of this rental permit application. I do not have any knowledge of complaints from tenants or others regarding any existing code, safety or health violations at the property which is the subject of this rental permit application. I certify that hardwired or approved battery-operated smoke and carbon monoxide alarms have been installed in accordance with the 2020 New York State Building Code. I certify that I will file a renewal permit application no less than thirty (30) days before the expiration of any issued rental permit.

Owner's Signature

Sworn to before me this

_____ day of _____ 20_____

Notary Public