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OFFICE OF THE TOWN ATTORNEY
TOWN OF SOUTHOLD

RENTAL REGISTRY APPLICATION

Pursuant to § 7–108 of the New York General Obligations Law no deposit or advance for a rental property shall exceed the amount of one month’s rent under such contract unless the deposit or advance is for a seasonal use dwelling unit. A seasonal use dwelling unit is only for seasonal use not to exceed one hundred twenty days or a shorter period provided for in the lease, the tenant has a primary residence to return to, and such dwelling unit is registered with the appropriate local government, county, or state registry as a seasonal use.

As such the Town of Southold has created a Rental Registry for Seasonal Uses. All applications must include the following:

- A copy of the lease for the seasonal use of the dwelling unit
- A copy of the Southold Town Rental Permit for the Property
- A complete copy of this application

SECTION A.

PROPERTY INFORMATION:

Rental Property Address:

Tax Map Number: 1000 SECTION _____ -BLOCK _____ -LOT _____ - _____

Term of Seasonal Use : _____ Through _____ Number of Days: _____

SECTION B.

OWNER INFORMATION:

Property Owner Name: _____

Property Owner Email Address: _____

Property Owner Legal Address:
(Cannot be the same as Rental Property Address)

Property Owner Mailing Address:

Telephone Number (s): Daytime _____ Evening _____ Emergency _____

SECTION C.

RENTAL PERMIT INFORMATION:

Town of Southold Rental Permit Number: _____ Date of Issuance: _____

SECTION D.

AUTHORIZED AGENT INFORMATION:

Name of Authorized Agent of dwelling unit, if any: _____

Address of Authorized Agent (no P.O. Boxes): _____

Mailing Address of Authorized Agent: _____

Telephone Number (s): Daytime _____ Evening _____ Emergency _____

Email Address: _____

SECTION E.

TENANT INFORMATION:

Name of Tenant: _____

Principal Address of Tenant (no P.O. Boxes): _____

Mailing Address of Tenant: _____

Telephone Number (s): Daytime _____ Evening _____ Emergency _____

Email Address: _____

SECTION F.

DECLARATION: *Signature must be notarized and MUST be the owner of the dwelling unit.*

STATE OF NEW YORK)

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COUNTY OF SUFFOLK)

I _____, certify under penalty of perjury, the following:

1. I am the owner of the property identified in "Section A" of this application.
2. The property owner's legal address set forth in "Section B" of this application is my legal address and I understand the Town will use the address for service pursuant to all applicable laws and rules. I further acknowledge that I will notify the Town of Southold Town Attorney's Office of any changes of address within five (5) days of any changes thereto.
3. I have read and received a copy of Chapter 207 of the Code of the Town of Southold and agreed to abide by the same.
4. I have been issued a rental permit for the subject property by the Town of Southold.
5. I will notify the Town within five (5) business days to any change to the information regarding Authorized Agent, Managing Agent, or Site Manager.

Property Owner's Name: _____

Property Owner's Signature: _____

Sworn to before me this ____ day of _____, 20__

Official Notary Public Signature and Original Notary Stamp