



**BUILDING DEPARTMENT
TOWN OF EAST HAMPTON**

**300 Pantigo Place – Suite 104
East Hampton, New York 11937
Phone (631) 324-4145
RentalRegistry@EHamptonNY.Gov**

Rental Property Registration Form & Self-Inspection Checklist

To register your residential rental property and receive a Rental Registration Number, please complete the following:

1. Fill out the Rental Property Registration Form and the Rental Property Self-Inspection Checklist and have it notarized
2. Verify that a Certificate of Occupancy is on file with the Building Department
3. Pay the Rental Property Registration Fee of \$100 for a two-year term via check

Denotes Required Information

Date

PROPERTY OWNER INFORMATION

Name(s)
Physical Address
Mailing Address
Telephone Numbers
Email Address

AUTHORIZED DESIGNEE (if applicable)

Name(s)
Physical Address
Mailing Address
Telephone Numbers
Email Address

RENTAL PROPERTY INFORMATION

Physical Address
Suffolk County Tax Map #
Number of Rooms in Rental Property Excluding Bathrooms
Number of Bedrooms
Square Footage of each respective bedroom in the rental property, excluding closet space

| | | |
|------------|------------|------------|
| Bedroom #1 | Bedroom #3 | Bedroom #5 |
| Bedroom #2 | Bedroom #4 | Bedroom #6 |

If additional Bedrooms, please note

TENANT INFORMATION (if known)

Length of Tenancy
Rental Start Date Rental End Date
Number of Tenants

Please note: Properties may be registered without a known tenancy or term. In the event a property is registered without tenant information, a Rental Property Update Form shall be filed when the number of tenancy and term of tenancy becomes known, but in any event prior to commencement of a rental tenancy.

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

Owner or Authorized Designee

(Notary Public)



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Rental Property Self-Inspection Checklist

All questions must be answered. Failure to answer any question will delay your issuance of a Rental Registry Number.

**Please check ()
if condition is met**

EXTERIOR OF THE HOUSE

- 1. House # is posted in numerals a minimum of 4 inches tall. ()
- 2. House # is visible from the street. ()
- 3. Is there a swimming pool? YES () NO ()
If NO, go to #8
- 4. There is a code compliant, 4 foot high fence around pool. ()
- 5. Pool gates are self-closing, self-latching and lockable. ()
- 6. There is a working alarm on every door to the pool area. ()
- 7. There is an alarm in the pool. ()

INTERIOR OF THE HOUSE

- 8. How many bedrooms are in the house? _____
- 9. How many levels, including a basement, if applicable, are in the house? _____
- 10. Is there a lower-level recreation area? YES () NO ()
- 11. Is there a lower-level sleeping area? YES () NO ()
- 12. There are handrails on all stairways. ()
- 13. The electrical panel is properly marked. ()

SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

- 14. Smoke detectors are installed and working on every level. ()
- 15. Carbon monoxide detectors are installed and working on every level. ()
- 16. Smoke detectors are installed and working in every bedroom. ()
- 17. Smoke detectors are installed and working in every sleeping area. ()
- 18. Smoke detectors are installed within 10 feet of any bedroom door in the hallway. ()
- 19. Smoke and carbon monoxide detector batteries are replaced regularly. ()

FIREPLACE/WOOD BURNING STOVE

- 20. Does your home have a fireplace or wood-burning stove? YES () NO ()
If YES, answer #21
- 21. The fireplace or wood-burning stove has a door(s) or screen(s). ()

NOTICE: Only those structures and uses that have received a Certificate of Occupancy may be legally occupied pursuant to the East Hampton Town Code. The issuance of a Rental Registry number for a property does not mean that all structures, or portions thereof, on said property may be legally occupied. Please consult with the Building Department as to any questions about open building permits and legal uses.

Owner, Licensed Architect, Engineer,
or Home Inspector

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

(Notary Public)