



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 Update Form

To update your residential rental property information only, please provide the following:

1. The Rental Registration Number assigned to the rental property
2. Only the information that needs to be updated on the Rental Property Registration Update Form

Denotes Required Information

Date

Rental Registration Number -

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 #

Total Number of Rooms on Property (Excluding Bathrooms)

Number of Bedrooms

TRASH DISPOSAL COMMITMENT (Landlord is required to choose one of the following four options)

Private Carting Service:

Senior 1 Year Permit:

Standard 1 Year Permit:

Pay Per Trip to Recycling Center:

This requirement is Pursuant to Chap. 167 of the East Hampton Town Code (Littering and Dump Control)

TENANT INFORMATION

Length of Tenancy

Rental Start Date

Number of Tenants

Rental End Date

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.

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

Owner or Authorized Designee
(Notary Public)