



## INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457  
OCEAN BEACH, NEW YORK 11770-0457  
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JAMES S. MALLOT, *Mayor*  
JASON BENDICKSON, *Trustee*  
MATTHEW M. BLAKE, *Deputy Mayor*  
CHRISTOPHER F. NORRIS, *Trustee*  
BRIAN C. POWER, *Trustee*

STEVEN W. BRAUTIGAM, *Clerk/Treasurer*  
KEVIN J. SCHELLING, *Superintendent of Public Works*

## 2016 PROCEDURES FOR SUBMITTING RENTAL PERMIT APPLICATIONS

*(MUST BE SUBMITTED 5 DAYS PRIOR TO RENTAL DATES)*  
*AN ORIGINAL CURRENT POST-SANDY ELECTRICAL CERTIFICATE, WITH SEAL,  
MUST BE ON FILE IN THE VILLAGE OFFICE.*

### INTENT TO RENT WITH NO TENANT SECURED (Prior to Listing with Realtor or advertising of any nature):

- Complete all portions of Rental Permit Application with the exception of tenant and dates
- Complete all portions of BBQ Permit Application section if appropriate
- Include any other attachments necessary as per application
- Submit with the \$100 Application Fee
- Upon approval, a **Phase I Letter Permit** will be issued
- When lease is secured, notify Village Office IN WRITING of tenant and date information
- Upon approval, a Rental Permit will be issued for posting at the property
- Only one notarized Rental Law Affidavit required per year

### INTENT TO RENT WITH TENANT SECURED (Not listing with Realtor, nor advertising of any nature):

- Complete all portions of the Rental Permit Application
- Complete all portions of BBQ Permit Application section if appropriate
- Include any other attachments necessary
- Submit with the \$100 Application Fee
- Upon approval, a Rental Permit will be issued for posting at the property

ALL PROVISIONS OF THE RENTAL LAW OF THE CODE OF THE VILLAGE OF OCEAN BEACH  
CONTINUE TO APPLY