



# TOWN OF ISLIP

## Public Safety Enforcement

28 Nassau Avenue, Islip NY 11751  
Code Enforcement Division

JOHN J. CARNEY  
COMMISSIONER

Investigations (631) 224-5547/48  
Fax (631) 224-5756  
Central Complaints (631) 224-5460  
Zoning (631) 224-5475  
Housing (631) 224-5474  
Fax (631) 224-5439

### Rental Occupancy Permits Application 1-2 Family Dwellings

As defined by Town of Islip Code § 68-649 – Rental Occupancy – “The occupancy or use of a dwelling unit by one or more persons as a home or residence under an arrangement whereby the occupant or occupants thereof pay rent for such occupancy and use.”

Permits are issued for a period of **Two (2) years** and must be renewed. Failure to renew may result in enforcement, including legal proceedings. The fees are nonrefundable and rental permits are nontransferable.

One (1) - Family dwelling -	\$250.00
One (1) - Unit in a two (2) Family dwelling -	\$250.00
Two (2) - Family dwelling -	\$500.00

New or Renewal applications will not be accepted unless:

- 1. The attached application form is completed, signed and **notarized**.
- 2. The application contains the *property tax map number*, located on the property tax bill.
- 3. The application contains the *owner's legal residential address*. A P.O. Box is not a legal address and may only be used as a mailing address.
- 4. The fee is included made payable to the *Town of Islip*.

New applications must also include the following documents as well as those stated above:

- 5. The application includes a copy of the recorded deed. If the deed has not yet been recorded, a copy of the deed and a notarized letter from the title company or attorney on letterhead stating that this deed is a copy of the deed that was filed for recording, must be included.
- 6. The application includes a copy of the floor plan showing the layout of the rental dwelling for all floors with all rooms labeled. A hand drawn copy is acceptable.
- 7. The application includes the property survey.

Division of Code Enforcement  
Division of Fire Prevention

Division of Public Safety  
Traffic Violations Bureau

RENTAL OCCUPANCY PERMITS APPLICATION  
1-2 FAMILY DWELLINGS

(Please Print)

Tax Map No.: \_\_\_\_\_

(Located on the property tax bill)

Rental Address: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Owner's Residential Address: \_\_\_\_\_

(P.O. Box is not a legal address)

Is this a NEW Address?     YES     NO

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(If different from Owner's Address)

Residential Address: \_\_\_\_\_

Check one:

- One (1) family dwelling - \$250.00
- One (1) unit in a two (2) family dwelling - \$250.00
- Two (2) family dwelling - \$500.00

Are there any property covenants or conditions of special permits that would affect the rental of this property?

- YES (If so, please attach)
- NO

<b>For office use only:</b>			
Date _____	Fee paid _____	Receipt # _____	Expiration Date _____

**RENTAL OCCUPANCY PERMITS APPLICATION  
1-2 FAMILY DWELLINGS  
Requirements**

**The rental occupancy applicant affirms and swears to the following statements:**

- a) Pursuant to New York State Law, the Town of Islip cannot mandate an interior inspection before a rental permit is issued to an applicant. Therefore, the Town of Islip is not certifying to the public that the applicant’s rental property is safe and habitable. The homeowner affirms that he/she will inform all prospective tenants that while the rental property owner has been issued a permit, allowing the rental of the property, the Town of Islip is *not* certifying to the public that the subject property is safe and habitable.
- b) That there are no existing or outstanding violations of any federal, state or county laws, rules or regulations or any Town of Islip local laws or ordinances pertaining to the property.
- c) A rental occupancy permit is not transferable. In the event that the ownership of a rental dwelling is transferred, the current owner will complete an affidavit swearing that they are no longer renting the property and the new owner shall register the property within 30 days of the closing of title.
- d) If a rental permit is issued and the homeowner is subsequently issued a violation for any federal, state or town law, the permit shall be suspended and will not be re-instated until the violation is abated.
- e) The owner has installed single or multiple station smoke alarms on the ceiling or wall outside of each separate sleeping area in the vicinity of the bedrooms; in each room used for sleeping purposes; and in each story within a dwelling unit including basements and cellars but not including crawl spaces and uninhabitable attics. (In a dwelling or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- f) The owner has installed carbon monoxide alarms within each dwelling unit on any story having a sleeping area and on any story of a dwelling unit where fuel-fired appliances and equipment, solid fuel-burning appliances and equipment, fireplaces or attached garages are located. (A carbon monoxide alarm installed on a single story dwelling unit or sleeping unit having a sleeping area shall suffice for that story where fuel-fired appliances and equipment, solid-fuel burning appliances and equipment, fireplaces or attached automotive parking garages are also located).

A person is guilty of offering a false instrument for filing in the second degree when, knowing that a written instrument contains a false statement or false information, he offers or presents it to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

I understand that false statements in this document can be considered a misdemeanor and I can be prosecuted pursuant to New York State Law. I swear that this application is a true and complete statement.

\_\_\_\_\_  
**Print Name of Property Owner**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**SWORN BEFORE ME THIS**

\_\_\_\_\_ **DAY OF** \_\_\_\_\_ **20** \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**