



**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 Rental Property Registration Fee of \$100 for a two-year term via check payable to Town of East Hampton.

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, **enter (N/A) if not used**

Bedroom #1

Bedroom #3

Bedroom #5

Bedroom #2

Bedroom #4

Bedroom #6

If additional Bedrooms, please note

Please note: Properties may be registered without a known tenancy or term. A Rental Property Update Form shall be filed when the number of tenants and term of tenancy becomes known, and prior to commencement of a tenancy.

Sworn to before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Owner or Authorized Designee

(Notary Public)

## Rental Property Self-Inspection Checklist

Please check ( )  
if condition is met

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

### 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 ft. 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. ( )
8. Trash disposal will be arranged. ( )

*Please Note - Proper trash disposal is mandatory pursuant to Chap. 167 of the East Hampton Town code (Littering and Dump Control) and you are obligated to arrange one of the following four options:*

1. Obtain a 1 Year Recycling Permit at the Town Clerk's Office
2. Obtain a Senior One Year Recycling Permit at the Town Clerk's Office
3. Hire a private carter of your choice
4. Pay per trip at either the East Hampton Recycling Center or the Montauk Transfer Station

### 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 the basement a lower-level recreation area? YES ( ) NO ( )
11. Are there sleeping areas in lower-level basement? YES ( ) NO ( )
12. There are handrails on all stairways. ( )
13. The electrical panel is properly marked. ( )
14. Are there any open building permits on this property? YES ( ) NO ( )

### SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

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

### FIREPLACE/WOOD BURNING STOVE

21. Does your home have a fireplace or wood-burning stove? YES ( ) NO ( )  
If YES, answer #22
22. The fireplace or wood-burning stove has a door(s) and/or screen(s). ( )

\_\_\_\_\_  
OWNER/Licensed Architect, Engineer,  
or Home Inspector

Sworn to before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)



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**Rental Property Update Form**

To update your residential rental property 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:

Standard 1 Year Permit:

Senior 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\_\_\_\_.

(Notary Public)

\_\_\_\_\_  
Owner or Authorized Designee



# TOWN OF EAST HAMPTON

## ORDINANCE ENFORCEMENT DEPARTMENT

PUBLIC SAFETY DIVISION

300 Pantigo Place, Suite 111A

East Hampton, N.Y. 11937

Phone (631) 324-3858 Fax (631) 329-5899

David Betts

Town Code Compliance and

Emergency Management Administrator

### SINGLE FAMILY RESIDENCE DEFINITIONS & PERMITTED USES

#### SINGLE FAMILY RESIDENCE §255-1-20

A residential use of land consisting of a detached and freestanding building, commonly called a "house," designed or arranged for occupancy by one family as defined herein.

#### FAMILY §255-1-20

A. The following shall constitute a family:

(1) Any number of persons occupying a dwelling unit, provided that all are related by blood, marriage or legal adoption and provided that they live and cook together as a single housekeeping unit; or

(2) Any number of persons not exceeding four occupying a dwelling unit and living and cooking together as a single housekeeping unit, where not all are related by blood, marriage or legal adoption.

B. A group of persons whose association or relationship is transient or seasonal in nature, rather than of a permanent and domestic character, shall not be considered a family.

C. A group of unrelated persons numbering more than four and occupying a dwelling unit shall be presumed not to constitute a family. This presumption can be overcome only by a showing that, under the standards enumerated in § 255-8-50 hereof, the group constitutes the functional equivalent of a family. A determination as to the status of such group may be made in the first instance by the Building Inspector or, on appeal from an order, requirement, decision or determination made by him, by the Zoning Board of Appeals.

D. Persons occupying group quarters, such as a dormitory, fraternity or sorority house or a seminary, shall not be considered a family.

#### USES PERMITTED IN SINGLE FAMILY RESIDENCES §255-11-62

The following are the only uses permitted in single-family residences in the Town of East Hampton:

A. **PRINCIPAL RESIDENCE.** Permanent, seasonal or intermittent occupation by the owner's family as principal residence.

B. **NONPRINCIPAL RESIDENCE.** Temporary, seasonal or intermittent occupancy by the owner's family as nonprincipal residence, vacation residence or second home.

C. **SUPPLEMENTAL USES WHEN OWNER OR OWNER'S FAMILY IN RESIDENCE.**

During periods of actual occupancy by one or more members of the owner's family:

(1) Use of one home office.

(2) Engaging in home occupations.

(3) Rental of one or two guest rooms.

(4) Rental of an affordable accessory apartment pursuant to § 255-11-63.

(5) Operation of a residential museum as defined in this chapter.

D. **SUPPLEMENTAL USES WHEN OWNER OR OWNER'S FAMILY NOT IN RESIDENCE.**

During periods of nonoccupancy by all persons in the owner's family, and subject to the provisions of § 255-11-64 hereof, occupancy of the entire residence by ONE FAMILY as GUEST of owner or as TENANT. In the case of such occupancy, the supplemental uses set forth in Subsection C(1), (2) and (5) of this section may be engaged in by a resident tenant, but the uses in Subsection C(3) and (4) thereof shall be prohibited.

(GUESTS AND TENANTS CANNOT ENGAGE IN AFFORDABLE ACCESSORY APARTMENT RENTAL OR ROOM RENTAL)



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### SINGLE FAMILY RESIDENCES – PROHIBITED USES

Excerpts of East Hampton Town Code §255-11-64. See the full code for complete statute language

No person, including the owner, shall use or permit to be used any single-family residence for any of the following:

A. **TWO FAMILY RESIDENCE.** Creation, use or maintenance of a two-family residence as defined herein, except as may be authorized in certain cases by special permit pursuant to the Use Table and Article V of the East Hampton Town Code.

B. **MULTIFAMILY OCCUPANCY.** Occupancy at any time by more than one family, except as permitted by § 255-11-62C (3), Rental of one or two guest rooms, and (4) Rental of an affordable accessory apartment pursuant to § 255-11-63.

C. **PARTIAL OCCUPANCY OR RENTAL.** Rentals to, or use or occupancy by, any person or persons of less than the entire residence, except as permitted in § 255-11-62C (3) and (4) hereof.

D. **EXCESSIVE TURNOVER.** Except in the case of the rental of guest rooms pursuant to § 255-11-62C (3) hereof, rentals, tenancies or occupancies constituting "motel" use as defined below.

**MOTEL** (§ 255-1-20 ) A single-family residence which is rented to, or occupied by, a tenant or tenants for a term of not more than two weeks, on three or more occasions during any six-month period, shall be deemed to be unlawfully operating as a "motel" for all purposes under this chapter, and no such use, however long maintained, shall be deemed to give rise to a nonconforming "motel" use or to any vested right to use the residence for any purpose not specifically authorized

E. **SHARES.** The selling of shares or the establishing of other ownership, tenancy or use arrangements in which individuals obtain rights of occupancy in individual bedrooms, whether or not specifically identified, or rights to occupy all or part of the residence on particular days of the week, specified weekends or other similar occasions or terms.

F. **FRACTIONALIZED OWNERSHIP INTERESTS.** The creation of cooperative-style ownership, less-than-fee simple ownership or other similar arrangements resulting in proprietary tenancies for one or more persons in the residence, the establishment of interval or time-sharing ownership for any person in all or any part of the residence, or the like. However, this subsection shall not be deemed to preclude the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes.

G. **PARKING.** When in use pursuant to § 255-11-62D, SUPPLEMENTAL USE WHEN OWNER OR OWNER'S FAMILY NOT IN RESIDENCE (GUEST OR TENANT USE), parking of vehicles of occupants and their visitors on the street or on any property other than the lot on which the residence is located or parking overnight of more than four vehicles on said lot.  
THE ABOVE PARKING RESTRICTIONS DO NOT APPLY TO OWNER OCCUPIED SINGLE FAMILY RESIDENCES.

H. **OVERCROWDING.** Occupancy of any bedroom by more occupants than permitted by the minimum area requirements set forth in § 255-11-67A (9). This occupancy limitation applies to all bedrooms in single-family residences, including guest rooms in single-family residences as provided in § 255-11-62C(3).

§ 255-11-67A (9) **AREA FOR SLEEPING PURPOSES.** Every bedroom occupied by one person shall contain at least 70 square feet (6.5 m<sup>2</sup>) of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet (4.6 m<sup>2</sup>) of floor area for each occupancy thereof. Bedrooms having a sloped ceiling over all or part of the room shall have a clear ceiling height of at least seven feet over not less than 1/2 of the required minimum floor area and only those portions of the floor area with a clear ceiling height of five feet or more shall be included in calculating the floor area of such bedroom.



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### SINGLE FAMILY RESIDENCE – VEHICLE PARKING

#### OWNER (OR OWNER'S FAMILY) OCCUPIED SINGLE FAMILY RESIDENCE

- PRIVATELY REGISTERED VEHICLES – NO RESTRICTION ON NUMBER ALLOWED
- COMMERCIALLY REGISTERED VEHICLES  
NO RESTRICTION ON NUMBER OF LIGHT TRUCKS OR COMMERCIALLY REGISTERED CARS

*"Establishment or carrying on of any new business, trade, commercial operation or other nonresidential activity or use, which activity or use is not specifically authorized by this Code" is prohibited in a single family residence. EHTC § 255-11-64(I)*

However, "this section shall not be deemed to prevent:"

*"The parking on a residential lot of **commercially registered (including livery) cars or light trucks** if the same are used by an **occupant of the residence** on the lot on which the vehicle is parked, with the exception of vehicles designed for or utilized for the storage and/or transportation of fuel products (gasoline, oil, propane, kerosene products or any other similar combustible compound) or other combustible compounds, which shall not be parked on any residential lot. This provision shall not be deemed to prevent the temporary parking of such a vehicle on a residential lot, provided that said vehicle is actively engaged in the delivery of product to the premises on the residential lot on which it is parked. EHTC § 255-11-64(I)(1)*

#### TENANT (OR GUEST OF OWNER) OCCUPANCY OF ENTIRE SINGLE FAMILY RESIDENCE

- 4 MAXIMUM ALLOWED

\* ANY COMBINATION (UP TO 4) OF PRIVATELY OR COMMERCIALLY REGISTERED VEHICLES, LIGHT TRUCKS, OR LIVERY

Parking. *"When in use pursuant to § 255-11-62D (non owner occupied) hereof, parking of vehicles of occupants and their visitors on the street or on any property other than the lot on which the residence is located or **parking overnight of more than four vehicles on said lot shall be prohibited**. A violation of the provisions of this section shall be punishable by a fine of not less than \$250 nor more than \$1,000 or by imprisonment not to exceed six months, or both. EHTC § 255-11-64(G)*