



**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 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 #
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

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)