

Cobbleridge Condominium  
Board of Managers  
PO BOX 794  
Manorville, NY 11949  
[Board@cobnews.com](mailto:Board@cobnews.com)

### **BROOKHAVEN TOWN RENTAL PERMITS – FOR ALL RENTAL UNITS**

Please be aware that you are required to submit a Cobbleridge Condo Rental Application whenever you rent your unit to a tenant or when your unit is not occupied by the homeowner and is occupied by a family member or relative. In addition, you are required to apply for a Town of Brookhaven Provisional House Rental License.

The Town of Brookhaven Requires all “Non--Owner Occupied Dwellings” to obtain a building permit to rent. Any unit that is not “owner occupied” must be in compliance with the Town Code. Failure to comply with Town Code may result in fines by The Town of Brookhaven.

1. Complete all the Cobbleridge rental paperwork available on the [www.cobnews.com](http://www.cobnews.com) web site.
2. Complete the Town of Brookhaven rental permit application which is available on the Town of Brookhaven website. For information about the rental permit, contact:

Town of Brookhaven  
Building Division  
One Independence Hill  
Farmingville, NY 11738  
(631) 451--6341  
<https://www.brookhavenny.gov/>

3. Send copies of all the Cobbleridge rental paperwork and the Brookhaven Town rental application to the Cobbleridge Board of Managers.
4. Cobbleridge House Rules require a yearly fee of \$125 for any rental units whether tenant or family member occupied. This fee is due yearly from the deeded homeowner upon lease renewal.
5. In addition, as per the House Rules, there is a \$315.00 rental agreement processing fee and a \$1200.00 security deposit required as a Certified Check or Money Order from the DEEDED HOMEOWNER ON RECORD payable to Cobbleridge Condominium.
6. **A copy of the Town of Brookhaven rental license is required.** The “Temporary Rental Registration” issued by the Town would be acceptable initially but once the homeowner receives the actual “Provisional House Rental License” after the Town’s inspection of the unit, a copy of that license will need to be sent to the Board.

**DO NOT MOVE TENANTS INTO YOUR UNIT UNTIL YOU GET APPROVAL IN WRITING FROM THE COBBLERIDGE BOARD OF MANAGERS OR YOU WILL BE FINED! THE FINE IS UP TO \$100.00 PER DAY IF UNAUTHORIZED TENANTS ARE IN THE UNIT.**