



**MAYOR**  
PAUL V. PONTIERI, JR.

**DEPUTY MAYOR**  
JOHN A. KRIEGER

**VILLAGE CLERK**  
PATRICIA M. SEAL

INCORPORATED  
**VILLAGE OF PATCHOGUE**

**TRUSTEES**  
SUSAN BRINKMAN  
LORI B. DEVLIN  
SALVATORE P. FELICE  
THOMAS E. FERB  
JOSEPH E. KEYES, JR.

To: All Landlords of Residential Rental Property

From: Peter J. Sarich,  
Sr. Building Inspector

Date: June 25, 2020

***Re: Self-Certification of Interior Spaces in Residential Dwellings  
Due to COVID-19***

In an effort to protect both the public and Village employees, the Patchogue Village Board of Trustees has amended the Village's Rental Registration law to require landlords to self-certify that the interior spaces of rental dwellings meet the safety and health standards of New York State and Village Codes.

This self-certification will be in lieu of the interior inspections usually performed by Village Housing Inspectors as part of the permit process and applies to all current renewals and also those coming due before June 30, 2021. To facilitate this self-certification, the landlord will need to fill out the attached ***Self-Certification Checklist*** for each dwelling unit, and submit it with a renewal application and appropriate fee to the Building Department.

When each application is received, we will assign an inspector to conduct an exterior inspection only. Inspectors are not permitted to enter any portion of a rental dwelling. After that date, it is our hope that we will be able to once again conduct the interior inspections as we have always done.



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## SELF CERTIFICATION CHECKLIST

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please Check that items are in compliance.

- | Y                        | N                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Interconnected Smoke Detectors in working order          |
| <input type="checkbox"/> | <input type="checkbox"/> | Carbon Monoxide Detector Present                         |
| <input type="checkbox"/> | <input type="checkbox"/> | No Evidence of Infestation                               |
| <input type="checkbox"/> | <input type="checkbox"/> | All Appliances in working order                          |
| <input type="checkbox"/> | <input type="checkbox"/> | All plumbing in working order                            |
| <input type="checkbox"/> | <input type="checkbox"/> | All electrical in working order                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Keylocks on Bedroom Doors must be removed                |
| <input type="checkbox"/> | <input type="checkbox"/> | All windows in working order with screens                |
| <input type="checkbox"/> | <input type="checkbox"/> | Window shades or curtains or blinds, no sheets or towels |
| <input type="checkbox"/> | <input type="checkbox"/> | Heating Equipment in good condition                      |

Village Inspectors will be conducting exterior inspections once the rental applications have been received. Please be certain that landscaping, paint, and roofing are maintained and that there is no debris or unregistered and abandoned vehicles on the property.

I, \_\_\_\_\_ certify that all items on the check list are in compliance.

\_\_\_\_\_

SWORN to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_

NOTARY PUBLIC