



Town of Southampton  
27 Ponquogue Avenue  
Hampton Bays, NY 11946  
*Investigations & Enforcement Unit*  
Telephone 631 702-1700  
Fax 631 283-2694

**Ryan Murphy**  
Town Code Compliance &  
Emergency Management Administrator

**Ricardo Larios**  
Town Investigator

**Michael Chih**  
Code Enforcement Officer

Agent Letter

I, \_\_\_\_\_ being duly sworn, depose and say that I am  
the owner of the premises located at: \_\_\_\_\_, and  
I am designating: \_\_\_\_\_, to represent and act on  
my behalf as my agent, and to file the necessary documents to obtain  
a rental permit(s).

\_\_\_\_\_  
Signature of owner:

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

\_\_\_\_\_  
Notary signature & stamp