



## Homeowner Vehicle Application Instructions

If you are a Homeowner (meaning you are listed on the deed, or are the spouse of or child of someone who is on the deed) you will need to provide the following information for all new vehicles wishing to be registered or if you are a new registrant not already in our system:

- A copy/photo of your valid license.
- A copy/photo of your valid registration
  - o If not registered to applicant, you must include:
    - A letter signed by the registrant authorize your use of the vehicle.
    - A copy of the registrant's valid license.
  - o If registered to a company, you must include either:
    - A letter from the company, on company letterhead, authorizing your use of the vehicle.
    - Proof connecting you as the owner of the company.
- Proof of Homeowner status. You may contact the office for options of proof.
- Application
- Initialed and Signed Vehicle Access & Parking Rules & Regs
- Photos of the vehicle(s): front/back/sides

Once all information is complete, you may submit to [info@sgany.org](mailto:info@sgany.org).

Please make sure that all information requested is provided. If you have any questions or concerns, please contact our office via email at [frontdesk@sgany.org](mailto:frontdesk@sgany.org) or by phone at (718)449-4700.

Thank you.