



Non-Homeowner Vehicle Application Instructions

If you are a tenant, an employee or family member (not listed on the deed, or not 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.
- A valid lease or letter signed by the Property owner declaring your tenancy. Signatures will be verified.
 - o You may also have the property owner email our office at info@sgany.org from the email address we have on file.
- 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.

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 or by phone at (718)449-4700.

Thank you.