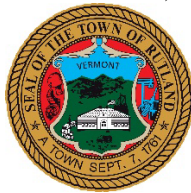


Town of Rutland, Vermont

Municipal Town Hall
181 Business Route 4
Center Rutland, VT 05736



V. (802) 773-2528
F. (802) 773-7295

www.RutlandTown.com

All applicants must be the owner, the owner's attorney, or authorized agent of property described herein. A person holding a binding agreement to purchase property may sign application by providing written proof of such agreement. If an agent or attorney will represent or speak on owner's behalf, owner must complete the agent portion of this application.

SHORT TERM RENTAL PROPERTY REGISTRATION

Type of Registration: New: Renewal: For renewal, previous permit ID: STR- _____

(1) OWNER #1 INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

(2) OWNER #2 / AGENT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

(3) LOCAL PROPERTY MANAGER (if separate / different from owner)

Name: _____

Address: _____

Phone: _____ Email: _____

(4) PROPERTY INFORMATION

Physical Address: _____

Parcel ID: _____ - _____ Number of Bedrooms: _____ Dwelling Unit Capacity: _____

Type of Property: Single-Family Home: Duplex or Tri-Plex: Room Within a Home:

Apartment Building: Condo/Townhouse: 3-Season Structure: ADU:

Is there a fire alarm present connected to a dialer or answering service? Yes: No:

Wastewater System: Private: Shared: Municipal: Other (specify): _____

Occupancy Type : Owner Occupied: Dedicated Rental: Mixed:

For mixed what percentage is owner occupied versus rental: Owner: ____ Rental: ____

List where will your property be advertised: _____

Signature of Owner: _____ Date: _____

Permit Fee Calculation: \$100 base fee + \$100 x number of bedrooms. Permit Fee: \$ _____

THIS AREA FOR ADMINISTRATIVE USE ONLY

Application received: _____ SB Meeting Date: _____

Application Complete: Y / N If no, missing: _____

Permit Number: STR- _____ Approved By: _____

Permit Fee Paid Y / N Cash [] Check [] Check Number _____

Short-Term Rental Requirements

Registrations to be submitted annually on or before November 1st.

Registrations expire annually on October 31st.

Owners with multiple properties must complete a separate registration for each property.

If you rent out a room or space for sleeping accommodations as a short-term rental:

- Your facility may be a public building and may be subject to fire safety requirements. Contact the Vermont Division of Fire Safety at 802-885-8883.
- The operator must post in each unit contact information for both the Department of Health and the Department of Public Safety's Division of Fire Safety.
- You will need to collect the Vermont 9% meals and rooms tax as well as the Town's 1% Local Option Tax unless the taxes are filed and paid by a third party (Airbnb).
- All short-term rental operators collecting the taxes themselves must post a Vermont Meals and Rooms Tax account number on any advertisement for the short-term rental.
- The operator must post in each unit the telephone number of the individual responsible for the unit.
- The owner / operator must complete and keep on-site a self-certification form prior to renting a unit.
- Occupants of a short-term rental shall not have an adverse effect on the character of the neighborhood the property is located in.

If serving any food other than pre-packaged, a food and lodging license is required.

For 3 or more units, a food and lodging license is required.

If creating a new bedroom or an apartment, a State Wastewater Permit is required. Contact a licensed designer.

If you are doing business in Vermont under a name other than your own personal name, regardless of the goods or services provided, registering the business entity or trade name with the Secretary of State is required.

Copies of Division of Fire Safety inspection reports must be filed at Town Hall.