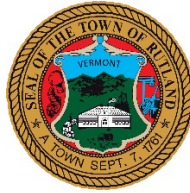


# *Town of Rutland, Vermont*

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



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

*www.RutlandTown.com*

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## **Short Term Rental - Annual Report**

The owner of the Short-Term Rental property shall annually complete and submit a report form to the Town. Said report form shall be approved by the Select Board and may be modified or amended from time to time. The following information shall be provided by the owner(s) of Short-Term Rental property on the annual report form.

1. Owner/on-site manager contact information. Include Name, physical address, phone number, and email.

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2. Property managers contact information.

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3. Photographic proof that the telephone number of the person(s) responsible for the Short-Term Rental and contact information for the Vermont Department of Health officer and the Vermont Division of Fire Safety or the permit is conspicuously posted in each dwelling unit of the Short-Term Rental.
4. Photographic proof that the Vermont Meals and Rooms tax license is conspicuously posted in each dwelling unit of the Short-Term Rental.
5. Copy of the last inspection by the Vermont Division of Fire Safety or its designee.
6. Identification of any municipal complaint tickets issued and/or fines paid in the preceding 12 months in connection with any Short-Term Rental property.

Please return to:

Town of Rutland  
181 Business Route 4  
Center Rutland, VT 05736  
ATTN: Short-Term Rental Annual Report  
Permits@RutlandTown.com