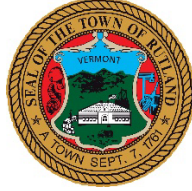


# Town of Rutland, Vermont

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



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

[www.RutlandTown.com](http://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 an application by providing written proof of such agreement. If an agent or attorney will represent or speak on the owner's behalf, the 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: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, the applicant agrees to comply with the Town of Rutland Short-Term Rental Ordinance.

An annual permit fee of \$100 is required.

### Short-Term Rental Requirements

Registrations to be submitted annually on or before January 1<sup>st</sup> and must include a copy of the last Division of Fire Safety (DFS) Inspection report and Vermont Rooms and Meals Tax License. Registrations expire annually on December 31<sup>st</sup>.

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. Complete the DFS inspection request form linked on the Town website and contact the VT DFS at 802-786-5867 to schedule an appointment.
- 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 (i.e., 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 the Town of Rutland Short-Term Rental Registration Certificate.
- Occupants of a short-term rental shall not have an adverse effect on the character of the neighborhood the property is located in.
- Required Attachments: DFS inspection report and VT Tax License.

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.

#### THIS AREA FOR ADMINISTRATIVE USE ONLY

Application received: _____	SB Meeting Date: _____	(if needed)
Application Complete: Y / N	If no, missing: _____	
Permit Number: STR- _____	Approved By: _____	
Permit Fee Paid Y / N	Cash <input type="checkbox"/> Check <input type="checkbox"/>	Check Number _____