



SHORT-TERM RENTAL CHECKLIST FOR ONLINE APPLICATIONS

Required Documents

- Proof of Ownership (If an LLC is listed as the owner the Assessor's page, please provide something that shows you are the owner of the LLC)
- Proof of Personal Liability Insurance Coverage
- For Primary STRs – Proof of Residence (driver's license or car registration preferred)
- Photos of the rental space combined to one PDF document
- \$150 non-refundable application fee (payable online via e-check or credit card)

Required Information

- Owner Information
 - Mailing Address of owner and STR property address, along with contact information
- Local Contact Information (must be able to assist at property if needed within 4 hours of a call. (Can be different from owner)
- Number of bedrooms rented
- Description of rentable space
- Number of off-street parking spaces (must be off-street such as a garage or driveway)
- Ensure there are no open or expired building permits on property
- Ensure your HOA covenants allow STRs