CITY OF WOODSTOCK

Short-term Rental Application

*City Use: Received*_____ *Certificate No.* _____

Application Instructions:

- □ Complete the application in its entirety. An incomplete application will not be accepted.
- □ Attach Home Owner's Association letter of approval, if applicable.
- □ Attach proof of ownership of the short-term rental.
- □ Attach proof of Insurance.
- □ Written certification from short-term agent agreeing to the duties specified in Sec. 22-264a (3-4)
- □ Attach a written exemplar agreement between property owner & occupant, to include all required information in Sec. 22-264 (B) 1.
- □ A separate Short-term Rental Application must be submitted for each dwelling used as a short-term rental.

Property Owner information: for each person holding 20% or more ownership of dwelling, use separate sheet if needed.

Owner Name: _____

Owner Address: _____ City: _____Zip: _____

Phone Number: _____ Email: _____

Owner Name: _____

Owner Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

Owner Name: _____

Owner Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

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Rental Unit Information

Short-term rental unit address:

_____

Number of parking spaces allotted to the premises: _____ *see requirements in our Land Development Ordinance Section 7.511.*

Location of parking spaces: _____

_____

SHORT-TERM AGENT AGREEMENT

Short-term rental agent name: _____

24-hour contact phone number: _____

Email: _____

Age: _____ ****Copy of ID required****

This rental unit is: ____ Owner Occupied ____ Non-owner Occupied

I, _____, as the Short-term Rental Agent, I have read and understand my responsibilities as referenced in the City of Woodstock Code of Ordinances, Section 22-264 (a) (3-4).

_____ _____

Signature *Date* *Printed Name*

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Affidavits & Acknowledgements

Please initial each statement and sign below, acknowledging you understand and will comply with the following statements:

_____ I have received a copy of the City of Woodstock's code section regarding Short-term Rentals and I reviewed and understand its requirements.

_____ I agree to use my best efforts to assure the use of the premises by short-term rental occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties.

_____ I understand the City of Woodstock has the authority to obtain additional information for the applicant as necessary to achieve the objectives of this certification.

_____ I agree to publish a short-term rental certificate number in every print, digital or internet advertisement and any property listing in which the short-term rental is advertised.

_____ I agree to notify the City of Woodstock within 30 days in the event the Short-term Rental Agent is replaced by another agent.

_____ I understand any false statements or information provided in the application are grounds for revocation, suspension and / or imposition of penalties, including denial of future applications.

_____ I agree to post a legible copy of the Short-term Rental Certificate within the unit along with the Home Occupational Tax License.

_____ I understand my short-term rental unit must be properly maintained and regularly inspected to ensure continued compliance with applicable zoning, building health and life safety code provisions.

_____ I understand Development Services will notify me of any code violation or other legal infraction regarding my short-term rental and am fully aware of all provisions as referenced in Section 22-257 (A-F).

_____ I understand as the owner of a Short-Term Rental, I am subject to state sales tax, city taxes, including but not limited to the hotel/motel tax and are liable for payment thereof as established by state law and city code.

_____ _____

Signature *Printed Name*

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Oath

I/we, _____ hereby certify that the statements herein are true and correct, and authorize the City of Woodstock, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in this application. I further certify that I have read the Short-term Rental ordinance in the City of Woodstock Code of Ordinances.

_____ _____

Signature of owner *Date*

_____ _____

Signature of owner *Date*

Subscribed and sworn before me on this _____ day of _____, 20____.

_____

Notary Public

_____

My Commission Expires

_____ SEAL

Date

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OFFICE USE ONLY **Short-term Rental Application**

Business Name: _____ **Occ. Tax Business ID #:** _____

Short-term Rental Certificate Number: _____

Rental Address: _____

ANY DEPARTMENT RECOMMENDING DENIAL OF THE APPLICATION MUST ATTACH WRITTEN JUSTIFICATION FOR DENIAL AND FORWARD APPLICATION TO THE DEVELOPMENT SERVICES REPRESENTATIVE.

_____ ☐ **Approved** ☐ **Denied** _____

Development Services Supervisor **Comments** **Date**