

# VILLAGE OF CORNWALL-ON-HUDSON

## SHORT TERM RENTAL REGISTRATION APPLICATION

\$250.00 Application/Inspection fee – Cash or Check (payable to Village of Cornwall-on-Hudson)

**\*PLEASE NOTE:**

Short term rental applications will be reviewed first, followed by a short-term rental inspection. Handing in a completed application, under no means, deems your property approved for short term rental purposes.

Date: \_\_\_\_\_

**SITE DATA:**

Sec-Blk-Lot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Rental property address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (A phone number that we can reach 24 hours a day).

Email address: \_\_\_\_\_

***Checklist of requirements (all must be submitted with application):***

1. Number of bedrooms in rental unit: \_\_\_\_\_
2. Number of bathrooms in rental unit: \_\_\_\_\_
3. Number of designated parking spaces on the short-term rental property driveway: \_\_\_\_\_
4. Proposed maximum overnight and daytime occupancy limits for the property.
5. Floor plan indicating the placement and size of each bedroom (and additional proposed sleeping space if utilized), an exit and fire protection system including smoke and carbon monoxide detectors and a readily accessible fire extinguisher approved by the Building Inspector, along with a safety egress plan to be posted on the back of each bedroom/basement door.
6. Proof that there is no open zoning or building code violations on the short-term rental property (i.e. a report letter from the Village Building Department).
7. A garbage removal plan.
8. Copy of property owner's current home owner's insurance with an endorsement indicating liability coverage for rental of the premises of no less than \$1,000,000.00 (umbrella policy is not acceptable proof).

***If this is a non-owner-occupied property, please complete the following. Note that the management company or responsible person(s) must be able to respond to the premises within thirty (30) minutes.***

Management Company/Responsible Person(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_)-\_\_\_\_\_ - \_\_\_\_\_

Management Company/Responsible Person(s) Signature: \_\_\_\_\_

**AUTHORIZATION (NOTARY):**

State of New York, County of, \_\_\_\_\_, \_\_\_\_\_, being duly sworn deposes and says he/she is the owner and is duly authorized to make and file this application; that all statements are true and to the best of his/her knowledge and belief, that he/she agrees to all the terms and conditions set forth in the application, and that the entire dwelling unit (or units in the case of a two-family) is being offered for short-term rentals.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Owner Signature: \_\_\_\_\_

**NOTARY PUBLIC:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Stamp: \_\_\_\_\_

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**FOR VILLAGE USE ONLY**

FEE PAID: \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH AMOUNT OF CHECK: \_\_\_\_\_  
Comments: \_\_\_\_\_ Application #: \_\_\_\_\_