



SHORT-TERM RENTAL CHECKLIST

Required Documents

- Business name (LLC not required, first and last name are ok to use)
- Proof of Ownership
- Proof of Personal Liability Insurance Coverage
- For Primary STRs – Proof of Residence
- STR application (this is an online application)
- Self-Inspection Checklist
- Sales and Lodging Tax License Application (these are online applications)
- \$150 non-refundable application fee (payable online via e-check or credit card)

Required Information

- Mailing Address of owner and STR property address
- Local Contact Information (must be able to assist at property if needed within 4 hours of a call)
- Number of bedrooms
- Description of rentable space
- Number of off-street parking spaces
- Ensure there are no expired building permits on property
- Ensure your HOA covenants allow STRs