

TOWN OF WARWICK
SHORT TERM RENTAL REGISTRATION APPLICATION

\$250 Application fee (owner occupied dwelling)
\$1,000 Application fee (owner unoccupied dwelling)
Cash or Check (payable to Town of Warwick)

**If property has been purchased within the last 6 months, provide a copy of the bargain & sale deed.

Date: _____

SITE DATA:

Sec-Blk-Lot: _____ - _____ - _____

Rental Property Address: _____

City: _____ State: _____ Zip: _____

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):

- ____ Number of bedrooms in rental unit: _____
- ____ Number of occupants in rental unit: _____ (maximum of 2 per legal bedroom)
- ____ Number of bathrooms in rental unit: Full ____ Half ____
- ____ Copy of Certificate of Occupancy for original dwelling **OR** letter stating dwelling was built prior to 1973.
- ____ Septic system pump out affidavit (within last 3 years) - *NO CESSPOOLS ALLOWED.
- ____ Copy of homeowner's liability insurance no less than \$1,000,000.00 with rental endorsement on policy.
(umbrella policy & Airbnb policy are not acceptable proof)
- ____ List of all means of advertising which the rental property will be listed for rent.
- ____ Indicate where owner resides while rental is occupied.
- ____ Sample rental contract (see Chapter 129-3 (C) 17 for requirements). Must include property information.
- ____ Survey showing property lines, location of buildings & all parking location(s) for occupants.
- ____ CAD floor plans drawn to scale showing detail description/measurements of all rooms accessible to renters, emergency exit locations, heating/cooling systems & fire prevention systems (fire extinguishers, smoke & carbon monoxide detector) locations.

If the owner is an association, partnership, limited liability partnership, corporation, joint tenancy, tenancy in common, tenancy by the entirety, or other entity, the name of each and every owner, officer, partner or general interest partner, and the name of their interest shall also be disclosed;

If the owner is a business entity, the tax identification number, and the name, telephone number, e-mail address, mailing address and physical address of the owner's agent

Please fill out the following if the property owner does not reside within the corporate boundaries of Orange County, New York. (Rental agent must be located in Orange County)

Rental Agents Name: _____

Agents address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____

Rental Agents 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 perform or have performed said work and to make and file this application; that all statements are true and to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This ____ day of _____, 20____

Owner Signature: _____

NOTARY PUBLIC: _____

Print Name: _____

Stamp:



FOR TOWN USE ONLY

FEE PAID: _____ CHECK #: _____ CASH AMOUNT OF CHECK: _____

Comments: _____ Application #: _____