

TOWN OF WARWICK
SHORT TERM RENTAL RENEWAL APPLICATION

Application for renewal of the short-term rental permit is due 30 days prior to its expiration

\$100 Application fee (owner occupied dwelling)
\$750 Application fee (owner unoccupied dwelling)
Cash or Check (payable to Town of Warwick)

***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: _____

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 bathrooms in rental unit: Full ___ Half ___
- ___ Number of occupants in rental unit: _____ (maximum of 2 per legal bedroom)
- ___ Septic system pump out receipt
- ___ 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)
- ___ Provide list of all means of advertising which the rental property is/will be listed for rent
- ___ Indicate where owner resides while rental is occupied
- ___ Sample Rental contract per Chapter 129-3 C (17)
- ___ Permit number displayed in all advertisements (provide screen shot)
- ___ Current expiration date of issued STR permit _____

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: _____

Agent's 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

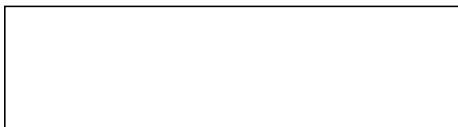
This ____ day of _____, 20____

Owner Signature: _____

NOTARY PUBLIC: _____

Print Name: _____

Stamp:



FOR TOWN USE ONLY

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

Comments: _____ Application #: _____