



## Short Term Rental Checklist for new applicants:

(only property owners may apply)

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

**Prior to short-term rental application, Property owner must verify their property is located within the short-term rental overlay district and there are no deed restrictions or homeowner association restrictions that prohibit short-term rental use.**

- ☐ Short Term Rental (STR) License Application (annual renewal required - valid January 1st to December 31st)  
Attach required documentation to STR application:
  - Completed Application and signed Oath
  - Proof of ownership of the property to be rented
  - Owner's written authorization verifying the property will be used for STR purposes
  - Owner's written statement that the home to be rented is not the subject of any outstanding city code or state law violation that the owner is aware of.
  - Provide a copy of the lease agreement your renters will be signing
  - Provide a site plan showing parking spaces designated for your renters, with each space numbered on the site plan.
  - Proof of an on-site septic permit or wastewater connection for the property
  - Proof of adequate liability / personal injury insurance coverage, with the City of Jonestown listed as an additional insured (or) interest.
  - Photos of the interior and exterior of residence (all living spaces)
  - Payment of the \$300.00 annual STR licensing fee (checks payable to the City of Jonestown)
- ☐ Comply with state law and city ordinances requiring the payment of hotel occupancy tax to the State Comptroller's Office and to the City. Quarterly Report of Hotel Occupancy Tax form must be filed by the last day of the month following the end of the quarter.
- ☐ Schedule an on-site inspection by the city inspector to ensure compliance with applicable building, Fire and health codes.