

**TOWN OF CHESTER**  
**SHORT TERM RENTAL APPLICATION**

\$325 Application fee (owner occupied primary residence, renewal fee \$100)  
\$575 Application fee (non-owner occupied – not primary residence, renewal fee \$200)  
Check or Money Order (payable to Town of Chester)

**\*PLEASE NOTE:**

*Short term rental applications will be reviewed first, followed by a short-term rental fire inspection. Handing in a completed application, under no means, deems your property approved for short term rental purposes. Entire application must be filled out and legible or the application will be rejected.*

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: \_\_\_\_\_

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

- Number of bedrooms in rental unit: \_\_\_\_\_
  - Number of occupants in rental unit: \_\_\_\_\_ (maximum of \_\_\_\_\_ per legal bedroom)
  - Number of bathrooms in rental unit: \_\_\_\_\_
  - Copy of Certificate of Occupancy for Original dwelling OR letter stating dwelling was built prior to 1957.
  - Septic system pump out receipt (within the last 3 years)
  - 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)
  - Floor plans showing detail description of all rooms accessible to renters and emergency exit locations.
  - Fire prevention systems (fire extinguishers, smoke & carbon monoxide detector) locations
  - Provide a list of all means of advertising which the rental property will be listed for rent
- \*\*If property has been purchased within the last 6 months, provide a copy of the title and/or deed**

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**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: \_\_\_\_\_

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**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:** \_\_\_\_\_



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**FOR TOWN USE ONLY**

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|--|
| Fee: \$_____ Check or Money Order#_____ Amount Paid: \$_____ |
| Fire Inspection Date: _____ Pass or Fail                     |
| Maximum of rental Occupants per bedroom inspected: _____     |
| Permit#_____ Registration#_____ Date Issued: _____           |
| Expiration Date: _____                                       |