



# Short Term Home Rental License Application

License Application Fee: \$750.00 (Fee includes Health & Life Safety inspection)

Date Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Parcel #: \_\_\_\_\_

## Property Owner to complete sections A-F.

### A. Property Owner's Information (To be completed by Property Owner)

1. Site Address of Short-Term Home Rental: \_\_\_\_\_
2. Property owner's name: \_\_\_\_\_
3. Property owner's address (if not primary residence): \_\_\_\_\_
4. Property owner's phone number: \_\_\_\_\_ Public phone number: \_\_\_\_\_
5. Property owner's email: \_\_\_\_\_

### B. Operator's (Property Manager) information (To be completed by Property Owner only if applicable)

1. Operator's name: \_\_\_\_\_
2. Operator's address: \_\_\_\_\_
3. Operator's phone number: \_\_\_\_\_ Public phone number: \_\_\_\_\_
4. Operator's email: \_\_\_\_\_

### C. Property information

1. Number of legal bedrooms? \_\_\_\_\_
  2. Number of bedrooms to be offered to guests? \_\_\_\_\_ Plus (1) Person per unit.
  3. Maximum number of guests allowed per Ordinance: \_\_\_\_\_
  4. Are the designated parking areas in a garage or improved surfaces? Yes No
  5. I agree to keep a vehicle registration log of all guests' vehicles which includes, guests name, vehicle license plate number, make/ model, and provide it to the city within 48 hours if requested?  
Yes No
  6. Will guest boats and/or other trailers/RVs be allowed? Yes No
  7. Have any exterior home alterations been done, or planned, to accommodate the Short-Term Home Rental (other than extra parking spaces for guests)? Yes No
- If yes, please explain:

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**D. Emergency Contact Information**

Emergency Contact Name: \_\_\_\_\_

Emergency Contact  
Phone Number: \_\_\_\_\_

Emergency Contact  
Email Address: \_\_\_\_\_

**Signature Required**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**E. Listing Information: (To be completed by Property Owner)**

1. On which websites will the Short-Term Home Rental be listed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will the Short-Term Home Rental be listed or advertised anywhere else? If so, please give specifics.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Required attachments: (To be completed by Property Owner)**

- 1. Site plan, drawn to scale, showing parking and driveways, all structures, and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, or sauna.
- 2. Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms.
- 3. A copy of neighbor notification letter required by Ordinance Section 23-3g, along with "Guest Disclosure" or "Welcome Letter" to guests.
- 4. \$750.00 payment for license application and initial inspection.
- 5. Is the STR connected to the City of Crosslake Municipal Sanitary Sewer System?      Yes      No
- 6. If STR is not connected to the City of Crosslake Municipal Sanitary Sewer System a copy of a valid certificate of installation within the past 5 years or a copy of a compliance inspection which was performed within the past three (3) years. The certificate of installation must show that the system was tested and is compliant for the number of bedrooms indicated on the application.



**G. Signatures: (To be completed by Property Owner)**

Property owner's name: \_\_\_\_\_

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to the City of Crosslake ordinances.

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If applicable:***

Owners Authorized Agent (Property Manager): \_\_\_\_\_

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code.

Signature

Owners Authorized Agent (Property Manager): \_\_\_\_\_ Date: \_\_\_\_\_