



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: Daytime: _____ Nighttime: _____
 - 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:



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: _____