

SHORT-TERM RENTAL APPLICATION

For Office Use: \_\_\_\_\_ Permit Number # \_\_\_\_\_  
Date \_\_\_\_\_

Owner Name (print) \_\_\_\_\_

Owner Address (STR Address)

\_\_\_\_\_ Apt. # \_\_\_\_\_

Owner Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

EMAIL \_\_\_\_\_

Tax Map ID \_\_\_\_\_

Agent Name (print) \_\_\_\_\_

Agent Address

\_\_\_\_\_ --Apt. # \_\_\_\_\_

Agent Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

EMAIL \_\_\_\_\_

Location of bedrooms: Bedroom 1 \_\_\_\_\_ Bedroom  
2 \_\_\_\_\_ Bedroom 3 \_\_\_\_\_ Bedroom  
4 \_\_\_\_\_

Location of house number on the property  
\_\_\_\_\_

Location of off-street parking space \_\_\_\_\_

**PLEASE NOTE - APPLICATIONS MUST BE ACCOMPANIED BY COPIES OF ALL REQUIRED DOCUMENTS. The Village of Cold Spring will NOT make copies for you.**

**Additional Required Documentation:**

Notarized statement that property is Owner-Occupied

Proof that property has been Owner-Occupied for at least 3 years

Federal Income Tax form 1040 from the prior year (redacted)

1 additional document that demonstrates that property is owner's primary residence

Proof of proper insurance

Indemnification and hold harmless agreement

If shared driveway, a written, notarized statement from each property owner who shares a driveway with the Host stating that they agree to sharing the driveway with STR guests.