



TOWN OF CHESTER

SHORT-TERM RENTAL (STR) REGISTRATION APPLICATION

Preston Bristow, Town Planner and STR Administrator
Town Hall, 556 Elm Street, P.O. Box 370, Chester, VT 05143
(802) 875-2173 Fax (802) 875-2177 Email: zoning@chestervt.gov

Owner Information

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Ownership is a Corporation or Partnership: Yes No

(If yes, contact STR Administrator at contact information above; if no, complete information below)

Driver's License Number: _____ License State: _____

Date of Birth: _____ On Active Duty in U.S. Armed Forces: Yes No

Host (Operator or Manager) Information

(Owner or Tenant can be Host)

Name: _____

Management Company (if applicable): _____

Cell Phone: _____ Email: _____

Address: _____

Host is located within Windsor or Windham County: Yes No

(If no, contact STR Administrator at contact information above)

Rental Property Information

Physical 911 Address: _____

Nature of Rental: whole house, rooms in house, condominium, apartment,
 accessory dwelling, cabin, other (explain: _____)

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Rental Occupancy

Number of requested bedrooms: _____ times 2 occupants per bedroom: _____

Option to add plus 2 additional occupants (enter 2 or 0): _____

Requested Short-Term Rental Occupancy: _____

Checklist of Supporting Documents

(all boxes that apply must be checked)

- State Wastewater and Water Supply Permit and/or Chester Zoning Permit indicating number of approved bedrooms. Check here if septic system pre-dates 1975 and provide evidence of the number of bedrooms on 12/31/2006.
For rentals with a capacity greater than 8 occupants, provide copy of permit(s).*

- An inspection report from the Vermont Division of Fire Safety (for rentals with a capacity greater than 8 occupants). Check here if capacity is 8 occupants or less.
*For rentals with a capacity greater than 8 occupants, find the form to request an appointment for an in-person inspection using these key words in a search engine: **VT safety change of ownership** or go to this web page: https://firesafety.vermont.gov/sites/firesafety/files/files/forms/dfs_change_use_owner.pdf Provide a copy* of the inspection report or proof of a scheduled inspection.*

- The "Short Term Rental Safety, Health and Financial Obligations" form found on the Vermont Division of Fire Safety website has been completed and posted within the rental unit. Use the key words **VT Short Term safety form** in a search engine to find it or go to this web page:
<https://firesafety.vermont.gov/sites/firesafety/files/documents/Short%20Term%20Rental%20healthand%20safety.pdf>
**Copies do not have to be provided if required documents are confirmed by the STR Administrator to be on file at the town offices.*

REGISTRATION FORM VERIFICATION

Boxes must be checked, and form must be signed and dated.

- I declare that the information contained in this application is true and correct to the best of my knowledge.
- I understand that advertising this short-term rental unit for more than the maximum number of approved occupants (guests) is a violation of the Town of Chester Ordinance to Regulate the Operation of Short-Term Rentals.
- I declare that I have liability insurance of not less than \$1,000,000 specific to the renting of short-term vacation rentals, or that such short-term rental insurance is offered through a hosting platform that maintains equal or greater coverage.

Signature of Owner or Host: _____

Printed Name: _____ Date: _____

ANNUAL SHORT-TERM RENTAL REGISTRATION FEES

A separate application must be submitted and a separate fee paid
For each short-term rental unit

SHORT-TERM RENTAL UNIT:	FEE:
"Hosted" meaning a room or group of rooms located within a Host's primary residence or an accessory dwelling or cabin on the premise of the Host's primary residence.	\$150.00
"Unhosted" meaning a furnished house, condominium, apartment or an accessory dwelling or cabin that is not the Host's primary residence or located on the premises or property of the Host's primary residence.	\$300.00

Amount Paid: \$ _____

Payment and Delivery Methods

- Credit Card via the paygov.us application available on the home page of the chestervt.gov website. A fee of 3% will be charged.
- Check (check # _____) mailed or delivered with the application.
- Cash hand-delivered or in sealed envelope placed with application in secure drop box at town offices (Door on the right-hand side of the town hall front porch).
- Call the Town Clerk at 802.875.2173 to give checking account information (no fee will be charged) or a credit card number (which charges a 3% fee).

Deliver the application via fax at 802.875.2177, via e-mail to zoning@chestervt.gov, via USPS at PO Box 370 Chester VT 05143, by bringing it to the Town Hall during business hours: 8:00 AM – 12:00 PM and 1:00 PM – 4:00 PM M – F or by dropping it in the secure drop box in the door on the right-hand side of the town hall front porch.

OFFICE USE ONLY	Date Received:	Application #:	Parcel ID:
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