



Short Term Rental Registration

Registration No. _____

Date Received _____

Short Term Rental Registration Application Form

Dwelling units used as short-term rentals must be registered with the City prior to operation. Short term rentals are defined as dwelling units rented for a period of less than 30 consecutive days, for tourist or transient use. New owners must re-register, and registration forms cannot be transferred from one property owner to the next. Each unit must have its own registration.

RENTAL SITE INFORMATION

Site Address: _____

Name of Rental (if applicable) _____

Sleeps How Many? _____ Property/Site Manager? _____ Yes _____ No

Manager's Name _____

Manager's Phone Number _____

Manager Email: _____

PROPERTY OWNER INFORMATION

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Owner Email: _____

Lodging Tax will be reported and submitted: Monthly or Quarterly

PROPERTY OWNER SIGNATURE

Signature _____ Date _____

ADMINISTRATION

Review Notes and Conditions:

Reviewed By: _____ Date: _____

Approved Denied Fee: **\$200.00** Payment Type: _____ Date Paid: _____

AFFIDAVIT OF COMPLIANCE

CHAPTER 117 (A) REQUIRES ANY SHORT-TERM RENTAL HOST COMPLY WITH A NUMBER OF GENERAL PROVISIONS INCLUDING THE FOLLOWING:

- I certify or declare under penalty of perjury under the laws of the State of Minnesota, that the following is true and correct. I understand all information provided is subject to verification.
- I will ensure that the following information is posted in a conspicuous location in the dwelling unit: address, emergency contact information, responsible parties contact information, City of Wabasha’s concerns/complaint contact information, floor plan showing emergency/escape routes and maximum occupancy limits.
- I will ensure that the licensed dwelling unit has a working smoke detector and carbon monoxide alarm(s) in every bedroom and on all habitable floors.
- I will ensure that the licensed dwelling unit has a properly maintained and charged fire extinguisher.
- I will ensure that the licensed dwelling unit complies with all City codes, State statutes and Federal laws.
- I agree to remit all local, state and federal taxes unless the short-term rental platform remits these on my behalf, **including Lodging Tax on a monthly or quarterly basis.**
- I agree to keep a Short-term rental registry for the licensed dwelling unit which includes the number of nights booked and the amount of rent paid by each guest.
- Provide explicit certification to renters that they have the consent of the property owner to utilize the subject dwelling as a short-term rental.

I, _____, hereby attest that the above information has been completed, is true and correct to the best of my knowledge.

I understand that I am required to ensure continued compliance with these short-term rental provisions. I understand that the City of Wabasha is authorized to suspend or revoke a permit or license issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any City ordinance.

FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED WILL RESULT IN DENIAL OF APPLICATION

I hereby state that I have answered all of the preceding questions and that the information contained herein is true and correct to the best of my knowledge and belief. I hereby state further that I have received no money or other consideration, by way of loan, gift, contribution, or otherwise, other than already disclosed in the application which I herewith submitted. I also understand this premise may be inspected by police, fire, health and other city officials at any and all times when the business is in operation.

Applicant Signature (Required)	Title	Date