



STR Registration

Registration No.: _____

Date Received: _____

Short Term Rental License Application Form

*Dwelling units used as short-term rentals and/or lodging establishments must be **registered annually** with the City prior to operation. 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. Please review Chapter 117 for all specific criteria.*

RENTAL SITE INFORMATION

Site Address: _____

Name of Rental (if applicable): _____

Number of Bedrooms in Rental _____ Number of Bedrooms in Home _____

Short Term Rental Use: _____ Lodging Establishment Use: _____ Approved IUP: _____
 (4 or less bedrooms) (5 or more bedrooms – Rental License AND IUP) (Date)

What platform(s) will be used to advertise your rental property: _____

LOCAL PROPERTY MANAGER (Emergency Contact)

Available 24/7, over 21 years of age, and can respond to calls within 30 minutes

LPM Name: _____ Address: _____

LPM Phone: _____ LPM Email: _____

PROPERTY OWNER (License Holder) INFORMATION

Name: _____ Address: _____

Phone: _____ Email: _____

Lodging Tax will be reported and submitted: Monthly or Quarterly

*** Failure to report or pay lodging tax as agreed will result in rental license suspension**

DISTANCE STANDARDS - Verified by aerial, measured from closest blg. orner to blg corner.

R-1 Zoning District (350 feet between another STR) _____

R-2 Zoning District (200 feet between another STR) _____

*** There are no rental distance standards for other allowed zones.**

APPLICATION MATERIALS

- Signed and completed Rental Application; and
- I will ensure that the information will be posted in a conspicuous location:
 - Address, phone number, and email of the Local Property Manager and Owner
 - Contact information for the City of Wabasha's for all concerns and complaints
 - Floor plan showing emergency escape routes, and
 - Maximum occupancy limits
- Ensure that the rental licensed units comply with all City Codes, State Statutes, and Federal Laws; and
- Agree to maintain a rental registry for all units, including the number of nights' books, and amount paid by each guest, and provide copies as requested to the City; and
- Proof of Insurance with an accord or declaration form for your rental dwelling policy showing a minimum of \$1,000,000 in general liability or the minimum amount as required by the insurance provider; and
- Site Plan including the following information: and *(An aerial can be used)*
 - Dwelling Unit
 - Driveway
 - Parking Spaces dedicated for rental use (1 park required per bedroom)
 - Any outdoor areas or equipment used by renters
- Floor Plan including all bedrooms to be rented and any owner bedrooms and;
- An approved Hotel/Motel License from the Minnesota Department of Health for the licensed property for rentals less than one week, or approved inspection from CMS if renting for more than one week.

APPLICATION SIGNATURE

Applicant Signature (Required)

Title

Date (Required)

ADMINISTRATION

Review Notes and Conditions: _____

Approval 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 rental 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 rental unit has a properly maintained and charged fire extinguisher.
- I will ensure that the licensed rental 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 rental 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 certify that I will not advertise the dwelling unit as containing any more than the identified number of bedrooms depicted in this application.
- I certify that if signage is requested, it will comply with Chapter 153 of City Code.
- I certify that one (1) parking stall will be provided for each bedroom as outlined in the submitted Site Plan.
- I certify that all primary occupant(s) will be over 18 years of age.
- I certify that no occupants will be allowed to use recreational vehicles, tents, accessory structures, garages, boathouses or similar structures as additional occupancies areas.

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 (Required)