



Short Term Rental Local Representative Responsibility & Owner Authorization Form

Check One:

- New STR
- Existing STR – Change of Property Local Representative

STR Property Address: _____

STR Property Unit Number: _____

Owner's Name(s) or Name of Ownership: _____

Designated Local Representative:

Property Management Company (if applicable): _____

Name: _____ Email Address: _____

Physical Address of Local Representative: _____

Business Hours Phone #: _____ 24-hour Phone #: _____

A copy of designated local representative's driver's license must be provided for address verification.

Property Owner Requirements:

The owner must identify and provide contact information for a local representative located within a forty-five (45) minute drive of the STR property. The local representative shall be on-call full time (24/7) while renters are in-house, shall have physical access to the STR, and shall be authorized to make decisions regarding the STR on behalf of the licensee. The local representative will address all guest and town complaints within 45 minutes of being notified of the complaint. The local representative may be a property management company. It is the owner's responsibility to update this information throughout the term of the License. An owner of an STR may designate himself/herself as the representative if their physical address of primary residence is within a forty-five (45) minute travel time to the registered STR's street address. **If you have listed yourself as the designated local representative and will be renting out your entire residence, you certify that you will remain within a 45-minute travel time to the registered STR throughout the duration of all rentals.**

