



# SHORT-TERM RENTAL INFORMATION SHEET

## REQUIREMENTS

- **Short-Term Rental Application** (Attached)
- **Proof of Identity:**
  - (i.e., State Issued Driver's License/I.D. Card, Passport, Military I.D., Government Issued I.D.)
- **Primary Residency Requirement:**
  - A copy of the lease/rental contract that allows Short Term Rentals (if short-term rental is not owned by applicant)
  - Two documents proving primary residence (i.e., Motor Vehicle Registration, Tax Documents, or Utility Bill).
- **Proof of General Liability Insurance:**
  - Minimum of \$500,000 of General Liability and must contain an endorsement providing a 10 day notice of cancellation or change to the **Village of Waynesville, 1400 Lytle Road, Waynesville, Ohio 45068**. Such policy or certificate must be issued by an Insurance Company that is admitted to do business in the State of Ohio.
- **Other Applicant Requirements:**
  - The names of all hosting platforms that the applicant has successfully been registered to list a short-term rental and documentation confirming hosting platform registration(s).
  - The names of all advertising outlets in which short-term rental host intends to advertise such rental if the short-term rentals host is not using a hosting platform.
- **Management Company Requirements:**
  - A Management Company that rents or leases the property cannot apply for a permit in the Management Company's name, because the Management Company is not an owner or permanent occupant of the property. If a Management Company comes in to apply, the Management Company must either own the property or apply on behalf of the Property Owner or Primary Resident as the Property Owner's or Primary Resident's **duly authorized agent**.  
To do this the Management Company must produce a signed and notarized document from the Property Owner or Primary Resident authorizing the Management Company to act on the Property Owner's or Primary Resident's behalf regarding Short Term Rental. The document must list the location(s) of the Short Term Rental(s). A lease agreement **would not** be sufficient for this document.

Application fee - \$100.00  
Permits will expire on December 31 and must be renewed no later than the first Monday in November. Initial fees will be prorated if filed mid-year.

**Village of Waynesville**  
**1400 Lytle Road**  
**Waynesville, OH 45068**  
**Monday - Friday**  
**8:00 - 12:00 and 1:00 - 4:00**

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# Village of Waynesville Short-Term Rental Application

OFFICE USE ONLY

License # \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

NEW

RENEWAL

PRIMARY

NON-PRIMARY

## APPLICANT - PROPERTY OWNER OR PERMANENT OCCUPANT INFORMATION

*PLEASE CHECK CORRECT APPLICANT TYPE:*

PERMANENT OCCUPANT

PROPERTY OWNER

Applicant's Full Name:

OFFICE USE ONLY

Mailing Address:

City:

State:

Zip:

Phone:

Email:

Property Owner Name:

Property Owner's Mailing Address:

Property Owner Phone:

Property Owner Email:

## SHORT-TERM PROPERTY LOCATION INFORMATION

Street Address:

Ste/Apt:

Parcel No:

City:

State:

Zip:

Number of Guestrooms Available (5 or less):

Maximum Occupancy Number:

List All Affiliated Online Hosting Platforms:

## OHIO REGISTERED AGENT OR PROPERTY MANAGEMENT INFORMATION - (IF APPLICABLE)

*PLEASE CHECK CORRECT APPLICANT TYPE:*

OHIO REGISTERED AGENT

PROPERTY MANAGEMENT

Full Business Name: (If applicable)

OFFICE USE ONLY

Applicant's Duly Authorized Agent's Full Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

## 24-HOUR POINT OF LOCAL CONTACT INFORMATION

Full Name:

OFFICE USE ONLY

Residential Address:

City:

State:

Zip:

Phone:

Email:

**AFFIDAVIT TO BE IN COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS**

I have read, understood, and meet all provisions set forth by the Village of Waynesville Code, including all Fire, Health, Safety, Housing and Zoning requirements (Waynesville Code Section 114 & 154) as well as all Ohio Building Code (O.A.C. Chapter 4101) and all relevant Federal laws.

Yes      No

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial, or future revocation of this license.

State of \_\_\_\_\_, County of \_\_\_\_\_;

\_\_\_\_\_, being duly sworn, deposes and says he or she is the individual

(Print Applicant's Name)

making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary or Agent of Director of Public Safety

**OFFICE USE ONLY**

For Office use only:

Date Received: \_\_\_\_\_

Total Fees Owed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Approved      Denied

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

License # \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_