

TOWN OF LEXINGTON APPLICATION FOR SHORT TERM RENTAL PERMIT

Please review Local Law No. 3 of 2021/Local Law No. 4 of 2023
before submitting an application. The law has been made available at:
<https://www.lexingtonny.com/forms-documents/pages/regulations>

Please Return Application to: Code Enforcement Clerk
Town of Lexington
P.O. Box 30
Lexington, NY 12452

If a permit is available, and the application approved, the applicant will be required to pay an **annual fee** made payable to the Town of Lexington for Short Term Rental Registration.

1. Statement of Ownership and Interest

Name of Owner(s): _____

STR Property Address: _____

911 Address of **STR**: (if different from above) _____

STR Tax Map Number: (*See Below) _____

Number of Bedrooms: _____ Number of Bathrooms: _____

Maximum Occupancy: _____

(Note that this number may not exceed the Certificate of Occupancy for the property)

Owner's **Mailing** Address: _____

Owner's **Phone** Numbers:

Home: _____ Cell: _____ Work: _____

Owner's **Email** Address: _____

Owner Type: (Please Check One)

☐ Resident Owner

Owner files their taxes with Lexington as their primary residence

☐ Non-Resident Owner

Owner resides outside of Lexington

Date of Property Purchase: _____

I/We affirm that the above information is true and correct to the best of my/our knowledge, and that I/we am/are the owner(s) of the property located at the above STR Property address.

Signature of Owner(s): _____ Date: _____

*Your Tax Map Number can be found on your tax bill or online at:

<https://egov.basgov.com/townoflexington/>

2. Emergency Contact Information

Name of Emergency Contact: _____

Emergency Contact's **Phone** Numbers:

Home: _____ Cell: _____ Work: _____

Email Address of Emergency Contact: _____

I/We affirm that the above information is true and correct to the best of my/our knowledge, and that the Emergency Contact listed above lives no more than 30 miles from the rental property and will be available by phone or in person in case of an emergency or violation.

Signature of Owner(s): _____ Date: _____

3. Statement of Compliance

I/we hereby attest that: *(Please initial each)*

All of my/our fire extinguishers have been recharged **annually** and all smoke and CO2 detectors are in working order in accordance with the most recent version of the National Fire Safety Code.

Initial Here: _____

All sources of drinking water made available to renters have been tested within the last **3 years**. All drinking water available at the STR Property Location is potable and safe in accordance with New York State Sanitary Code, Subpart 5-1.

Initial Here: _____ **Date of Most Recent Test:** _____

I/We affirm that the above information is true and correct to the best of my/our knowledge, and that the STR is safe, habitable, and, to my/our knowledge, complies with State Building Code, Fire Prevention Code, and Uniform Code.

Signature of Owner(s): _____ Date: _____

4. Additional Documentation

Along with the completed application, the following **must** be submitted:

☐ Copy of Water Test

(Most recent, must be within 3 years of annual application)

☐ Proof of Residency - Resident Owner Applicants ONLY

(Income Tax Filing AND Copy of Driver's License OR Voter District Information)

☐ Rental URL - Renewal Applicants ONLY

(Link(s) to any and all online listings for STR property)

5. Information

Applications must be fully complete, including all requested documentation, and returned on the original forms provided. If the application is found to be incomplete, it will be returned to the applicant, and will not be considered until the completed application is received. **Applications are considered on a first come first served basis.**

If the application is approved and a permit is issued, information shall be prominently displayed in the Rental detailing adherence to local restrictions and regulations including, but not limited to: noise, garbage disposal, trespassing, snowmobile/ATV usage, snow removal, and parking.

Any **change** in name or contact information of an STR owner(s) and Emergency Contact(s) shall be provided to the Town within (5) days of such change. This includes **email and mailing address changes**. All persons holding an ownership interest in a Short Term Rental shall be required to comply with the provisions of this local law and each shall be liable for any violation thereof.

An inspection of the premises shall be conducted by the Code Enforcement Officer upon initial application. After a period of one year of lawful operation, the Code Enforcement Officer may conduct random inspections to ensure compliance.

Each permit shall have a term of one **calendar year**, and must be renewed by December 15th of each year.

I affirm that I have read the above information as well as the Town of Lexington's Short Term Rental Law.

Signature of Owner(s): _____ Date: _____

For Office Use Only

App. Received On: _____

Fee Received On: _____

Permit #: _____

Application Complete:

☐ Yes

☐ No

Documentation Needed: _____

Owner Type:

☐ Resident

☐ Non-Resident