



SHORT TERM RENTAL APPLICATION

Return completed application, all required materials, and the applicable fee to:
Code Enforcement Office • Memorial City Hall • 24 South Street • Auburn, New York 13021

Submission Checklist

Office Use	Short-Term Rental Application Requirements:
☐	1) Required Fee: Short-Term Rental - \$50.00 per unit
☐	2) One(1) copy of the application
☐	3) One(1) copy of all attachments
☐	A. A site plan indicating location of: 1. Parking Spaces for the rental unit 2. Location of a dumpster, if there is one
☐	B. House Rules
☐	C. Proof of insurance coverage and bed tax number
☐	D. Maintenance
	SHORT-TERM RENTAL PERMIT VALID FOR 24 MONTHS FROM DATE OF ISSUANCE.



CITY OF AUBURN

History's Hometown

Department of Code Enforcement

1. Date: _____
2. Address of Short-Term Rental: _____
3. Property Owner: _____ Phone: _____
Address: _____ E-mail: _____
4. Rental Operator: _____ Phone: _____
5. Number of bedrooms in rental unit: _____
6. Bed Tax #: _____
7. Is off-street parking available for the rental unit? Yes ☐ No ☐
8. Number of off-street parking spaces for rental unit: _____
9. Is there a dumpster located on the property? Yes ☐ No ☐
If no, indicate the means by which garbage will be removed from the property: _____

10. Please indicate the manner in which lawn maintenance, snow removal, and repairs to the rental unit will be maintained during the permit period: _____

Certification / Authorization

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the terms and conditions of said approval.

Signature: _____ Date: _____

OWNER (if other than applicant): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature: _____ Date: _____

NOTE: REMEMBER TO ATTACH ALL REQUIRED ATTACHMENTS.

***** For office use only *****

☐ Approved ☐ Denied

Signature: _____ Date: _____

Printed name: _____ Title: _____