INITIAL REGISTRATION APPLICATION
Short Term Rental Registration
Version 2026-1

Instructions:

Anytime the term Ordinance is used in this application it refers to Montgomery's Short-Term Rental Registry Ordinance.

This application is to be completed by the owner of the parcel on which the short-term rental(s) ("STR" s) will be located. If the owner is a business entity, the application must be completed by an individual duly authorized by the owner to submit this application on the owner's behalf.

Each dwelling unit[1] that will be rented as an STR requires an individual STR registration, but the information for multiple dwelling units that are located on the same parcel should be included in one application. STRs located on separate parcels require separate applications.

Complete the "Dwelling Unit Information" section of this application for each dwelling unit on the parcel, including dwelling units that will not be rented as STRs. Further instructions appear below.

Before submitting the application ensure all required answers are completed, all required application fee(s) are included, all required attachments are included, and the application is signed. ***Incomplete applications will be returned.***

Application Questions:

Applicant Information

1	Owner(s)'s name(s) *(the individuals or business entity or trust named on the title to the parcel)*	
2	Authorized agent(s) of the owner or trust and their titles *(if owner is a business entity or a trust, otherwise indicate N/A)*	
Individual Owner(s), Complete Section 1 for each individual owner (attaching additional sheets as necessary). *If the owner is an LLC or Corporation, complete registration as one of the following: President, CEO, or managing officer.* *If the owner is a Partnership, complete the following questions for each general partner (attaching additional sheets if necessary).* *If the owner is a Trust, complete the following questions for each trustee (attaching additional sheets as necessary).*		
Section 1 – Authorized Agent Information		

[1] Consult the Montgomery Zoning Regulations for the current definition of "dwelling unit." Examples: A single-household dwelling has one dwelling unit. A duplex has two dwelling units. A single-household dwelling with an attached accessory dwelling unit has two dwelling units. A building divided into four apartments has four dwelling units.

3	Owner's mailing address	
4	Owner's physical address (*if different from mailing address*)	
5	Owner's email address	
6	Owner's mobile phone #	
7	Is the owner active-duty military?	Yes / No (*circle one*)

Section 2 - Information for the Parcel where the STR(s) will be Located

8	Physical (E911) address of the parcel	
9	Parcel ID #	
10	Total # of dwelling units on the parcel	
11	Number of dwelling units on the parcel that are to be rented as an STR[2]	

Section 3 - Dwelling Unit Information

Dwelling Unit 1

12	Will any portion of this dwelling unit be rented as an STR?	Yes / No (*circle one*)
13	Total # of bedrooms in the dwelling unit	
14	Does the owner or owner's family members identify the dwelling unit as their "primary residence" as defined in the Ordinance?[3]	Yes / No (*circle one*)
15	If the answer to question 14 is no, approximately how many days in an average year does the owner or owner's family members stay in the dwelling unit? *(if zero, enter zero; if the answer to question 14 is yes, skip this question)*	
16	Does anyone other than the owner or owner's family members identify the dwelling unit as their "primary residence" as defined in the Ordinance? (*if yes, provide further explanation)*	Yes / No (*circle one*)
Skip the remaining questions if the answer to Question 12 is no.		
17	Will the <u>entire</u> dwelling unit be listed as a rental?	Yes / No (*circle one*)
18	If the answer to Question 17 is no, how many bedrooms or other portions of the dwelling unit will be rented separately? *(if the answer to question 17 is yes, skip this question)*	
19	Maximum # of STR guests that owner will allow for the entire dwelling unit *(this is the total number of guests for all portions of the dwelling unit available to rent as an STR at any one time regardless of whether the dwelling unit is rented as a whole house)*	
20	Maximum # of all other individuals residing or staying in the dwelling unit (e.g., owner and owner's family, long-term renters, seasonal renters, etc.) *(if zero, enter zero)*	

[2] Count all dwelling units for which a portion of the dwelling unit will be rented as an STR.
[3] An example is an individual with a year-long lease who lives in the dwelling unit.

21	Multiply the number of bedrooms in the dwelling unit by 2. Now add 2 to this number and enter the total.[4]	
22	If the answer to question 21 is less than the sum of the answers to question 19 and 20, provide a detailed explanation. *(if this is not the case, this question is optional)*	
23	Number of off-street parking spaces available for STR guests[5]	
Remaining questions must be completed if the owner's physical address is greater than 25 miles' driving distance of the dwelling unit; otherwise, they are optional.[6] *If the owner has also identified an alternate designated local agent, complete the following questions for that individual as well (attaching additional sheets as necessary).*		
24	Designated local agent's name	
25	Designated local agent's mailing address	
26	Designated local agent's physical address *(if different from mailing address)*	
27	Designated local agent's email address	
28	Designated local agent's mobile phone #	

Dwelling Unit 2

Attach additional sheets answering the questions above for **all additional dwelling units** on the parcel.

Application Fees:

A non-refundable application fee of $300 **per dwelling unit** that will be rented as an STR must be submitted with this application for the application to be considered complete. Payments can be made via cash, check, credit card, or online.

Section 4 - Required Attachments Checklist:

The following items must be included in this application for the application to be considered complete:

☐ Proof of Insurance & VT sales tax (*submit documents for all of List A or submit proof of hosting platform List B*)

List A: acceptable forms of Tax/Insurance proof	List B: acceptable alternative proof
Copy of a Certificate of Insurance for each dwelling unit that will be rented as an STR that meets the requirements of Section 5.1 of the Ordinance	Proof that all rental transactions will be conducted through a hosting platform that provides greater or equal insurance coverage & pays all applicable taxes on behalf of the owner
Copy of your Vermont tax account certificate for rooms and meals &/ sales tax	

☐ Copy of a completed "Short Term Rental Safety, Health and Financial Obligations" (form also available on municipal website)

[4] The answer to question 21 is the maximum number of individuals who can occupy the dwelling unit at any one time. See Section 5.6 of the Ordinance. Example: If the dwelling unit has 3 bedrooms, the answer to question 21 is 8. No more than 8 individuals can occupy the dwelling unit at any one time.

[5] A minimum of 1 off-street parking space per bedroom available for use by STR guests must be provided. See Section 5.7 of the Ordinance. Example: If a 3-bedroom house is rented as a whole house, 3 off-street parking spaces must be provided.

[6] See Section 5.2 of the Ordinance.

- ☐ For rentals which require inspection from the Vermont Division of Fire Safety, the resulting inspection report from the Division
- ☐ If the owner intends to continue to operate a STR in any of the dwelling units identified in this application, detailed proof that the dwelling STR unit was in existence between September 1, 2025, and September 1, 2026. (*see Section 4.1.2 of the Ordinance)*

Inspection and Additional Information:

The Short-Term Rental Administrator will contact the owner of the parcel identified in this application if an inspection or additional information is deemed necessary prior to a full review of this application. Owners may also request a free inspection by the local fire department to ensure safety compliance.

Section 5 – Signature(s):

I acknowledge that I have read and understand the Town of Montgomery's Short-Term Rental Registry Ordinance. I hereby attest and certify that I will comply with all provisions of the Ordinance; that I am the owner of the parcel identified in this application, or, if the owner is a business entity or trust, I am duly authorized to submit and sign this application on behalf of the owner or trust; and that the information contained within and attached to this application is true and correct to the best of my knowledge.

_____ _____

Signature of Owner or Owner's Authorized Agent *Date*

- ✓ ***Mail application to: Town of Montgomery PO Box 356 Montgomery Ctr VT 05471 Attn: STR Coordinator***
- ✓ ***Drop off your application in person at the Town Office during regular office hours***
- ✓ ***Submit your application using the Town Office Drop-box located to the left of the front entrance to the building at 86 Mountain Rd Montgomery Center.***
- ✓ ***Email your application & supporting documents to: montgomeryvt.str@gmail.com (submit payment online via the Town Website under "make a payment")***

ADMINISTRATIVE INFORMATION

Application Complete: Yes / No
If incomplete, the following information is needed:

Decision: Approved / Denied
If denied, the following are reasons for denial:

Inspection Date (if applicable):
Other Notes:

_____ _____

Short-Term Rental Administrator Signature *Date*