TODAY’S DATE: Date

STR NAME: STR Name

OCCUPANCY LIMIT: Occupancy

STR PROPERTY ADDRESS: Property Address

ALL OWNER(s) NAMES, ADDRESS, PHONE NUMBER AND EMAIL: Property Owner(s)

LIST OF ALL FULL-TIME RESIDENTS: Residents

**Required Documentation:**

[ ]  Owners written authorization for Code Enforcement officer to inspect property.

[ ]  Owner’s written statement of compliance with all STR standards and covenant to maintain compliance for as long as the property is used as an STR.

[ ]  Contact information for all persons designated pursuant to section XVI-1(A)(1).

[ ]  Certificate of authority to collect tax issued by Schuyler County Treasurer.

[ ]  Certificate of both property and liability coverage for subject property as STR by the insurance carrier.

[ ]  Inspection Fee $ 120.0 made payable to the Town of Dix.

**Documentation Required IF it has changed since original application:**

[ ]  Copy of current vesting deed.

[ ]  Copy of STR contract to be used by the operator.

[ ]  Copy of approved site plan, stamped as approved by the Planning Board.

[ ]  Copies of govt. approvals and permits necessary to operate an STR on the subject property.