

Village of Dundee

Application for a Short-Term Rental Permit  
(Submit with Fee of \$200.00)

Rental Property Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

PERMIT APPLICATION REQUIREMENTS (must be submitted with application):

- \_\_\_\_\_ 1. Deed showing how title to the property is held
- \_\_\_\_\_ 2. Evidence of Property Insurance
- \_\_\_\_\_ 3. Certificate of Liability Insurance
- \_\_\_\_\_ 4. Certificate of Authority to collect Yates County Occupancy Tax
- \_\_\_\_\_ 5. Rental contract defining your policies showing max occupancy, max on-site parking & good neighbor Statement
- \_\_\_\_\_ 6. Site plan of the property, drawn to scale, showing the location of buildings, parking, all floors/rooms including utilities, windows and exits.
- \_\_\_\_\_ 7. Property Manager contact information and agreement

\_\_\_\_\_  
Confirmed by \_\_\_\_\_ Date \_\_\_\_\_

INSPECTION:

- \_\_\_\_\_ 1. Alternative means of egress
- \_\_\_\_\_ 2. At least one functioning smoke/carbon monoxide detector in each sleeping room and each floor
- \_\_\_\_\_ 3. Emergency evacuation procedures posted in each sleeping room
- \_\_\_\_\_ 4. ABC fire extinguishers on each floor and in the kitchen
- \_\_\_\_\_ 5. House number visible from the street/road
- \_\_\_\_\_ 6. Egress – exterior doors are operational and all passageways are clear and unobstructed
- \_\_\_\_\_ 7. Electrical systems are serviceable with no visual defects or unsafe conditions
- \_\_\_\_\_ 8. Fireplaces, furnaces and other fuel burning appliances vented and properly installed
- \_\_\_\_\_ 9. All Permits posted near the front door (include Short-Term Rental Permit once issued)
- \_\_\_\_\_ 10. Garbage secured in containers and placed where they are not clearly visible
- \_\_\_\_\_ 11. Will the applicant be requesting an Off-Street Parking Waiver? YES: \_\_\_\_\_ NO: \_\_\_\_\_

\_\_\_\_\_  
Confirmed by \_\_\_\_\_ Date \_\_\_\_\_

PROPERTY OWNER INFORMATION  
(include additional sheets if necessary)

**By signing this application,** you are confirming that you have read and understand Local Law 1 of 2022, have met and will continue to comply with the standards outlined in the Village of Dundee Codebook and that none of the owners have had a short-term rental permit revoked within the previous year. You are also giving permission for a property inspection by the Code Enforcement Officer.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_