



RENTAL LICENSE APPLICATION SHORT-TERM RENTAL ADDENDUM

A short-term rental is defined as a rental period of twenty-eight (28) consecutive days or less. Property owners renting a single-family dwelling on a short-term basis are required to submit this Addendum with their Rental License Application.

Please print and review this form carefully. By signing below, you acknowledge and agree to comply with the requirements outlined herein. Submit this completed Addendum with your Rental License Application and retain a copy for your records.

GENERAL INFORMATION

- Any dwelling unit, or portion thereof, offered as a short-term rental shall be limited to one (1) rental contract per overnight period, regardless of the number of sleeping rooms available.
- Occupancy of the dwelling unit and/or bedrooms available for rent shall be determined in accordance with the Worcester County Zoning Code definition of a “bedroom” and the calculation provided in §ZS 1-351 (Short-Term Rentals). **A formal determination of the maximum permitted occupancy shall be made by the Department and reflected on the rental license issued.** All rental or lease agreements must reflect this maximum occupancy.
- Each dwelling unit must provide two (2) fully accessible off-street parking spaces, each measuring 10 feet wide by 20 feet long. Vehicle stacking does not satisfy this requirement. **If a building permit for the dwelling was submitted on or after January 1, 2020, an additional parking space is required to be provided for a total of three (3) off-street parking spaces.** Street parking does not count toward this requirement.
- The property owner shall maintain a record of all lodgers including names, mailing addresses, phone numbers, email addresses (if available), and dates of lodging. These records must be provided to the County upon request.
- The hosting of functions or events involving individuals other than the authorized lodger(s) is strictly prohibited, regardless of whether compensation or barter is exchanged.
- No modifications that alter the function, appearance, or principal design of the structure as a single-family dwelling are permitted without proper approvals and permits.

Subject Property Address: _____

Signature of Property Owner: _____ Date: _____