

## Town of Wayne

## Short Term Rental Compliance Checklist

Completed by the applicant to <u>submit with the application</u>	
Address of proposed short-term rental	_____
_____	Property Owner Name (print)
_____	_____
_____	Date self-inspection completed

Check each item indicating compliance or not compliant

Complies	Does not Comply	Property Requirements
		1. Property must comply with and meet all current NYS Uniform Building Codes
		2. There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the NYS Uniform Fire Prevention and Building Code.
		3. Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device.
		4. There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and not less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer if requested.
		5. The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
		6. Copy of NY State insurance policy showing property/liability coverage as a short term rental.
		7. Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code enforcement Officer if requested. Any defects found shall be corrected prior to permit issuance.
		8. All fireplaces shall comply with all applicable laws and regulations.

Complies	Does not Comply	Property Requirements
		<p>9. The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application. Parking on the NYS, county or town right of way will not constitute a parking space.</p>
		<p>10. <b>Rental Contract</b> - All applicant and permit holders must have a rental contract which includes the following:</p> <ul style="list-style-type: none"> <li>A. Maximum property occupancy</li> <li>B. Maximum on-site parking provided</li> <li>C. State that the Short-Term Rental is in a residential area</li> <li>D. Guests are requested to observe quiet hours from 11:00 PM -7:00 AM</li> <li>E. All renters will be subject to NY Penal Law sec. 240.20 or any successor statute regarding disorderly conduct.</li> <li>F. Littering is illegal and all trash properly disposed of in provided on-site receptacles, Garbage cans must not remain on road side beyond garbage pick up day.</li> </ul>
		<p>11. <b>Signage</b> The following are prominently displayed inside and the front entrance of the Short-term Rental property.</p> <ul style="list-style-type: none"> <li>A. Town of Wayne Short-Term Rental Permit</li> <li>B. Maximum occupancy limit</li> <li>C. Maximum allowed parking</li> <li>D. Contact person(s) and phone numbers</li> <li>E. Statement about Community Quiet Hours</li> </ul>

Notations on any issue(s) of deficiency/non-compliance

The below signed person certifies that the information provided on this form is true and correct as of the day indicated below and this person or designee will maintain compliance throughout any and all rental periods if issued a permit.

Print name of Owner submitting form	Date of submission
Signature of Owner submitting form	Phone number of Owner
Date received by Town of Wayne _____	