

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877

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SHORT-TERM RENTAL LICENSE APPLICATION

SINGLE FAMILY DWELLING OR CONDOMINIUM

All information must be complete and accompany licensing fee to initiate processing of application

SUBJECT PROPERTY

Street Address _____ Unit No. _____

Year Built _____

APPLICANT *(if different from property owner)*

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY OWNER

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

AUTHORIZED AGENT

Business Name _____

Primary Contact _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

SUBMISSION REQUIREMENTS:

- Completed application
- Copy of short-term rental liability insurance of no less than \$1,000,000 naming the City of Gaithersburg as an additional insured, throughout the duration of the license.
- Letter of approval of short-term rental from Home Owner's Association or Condominium Association indicating the common ownership fees are no more than 30 days past due.
- Fee

Is the property part of a local Home Owner's Association or Condo Association? (Select One) YES* NO

Association Name _____

Telephone Number: Work _____ E-mail Address _____

AFFIDAVIT OF COMPLIANCE City Code 18AA 3.1 (a) requires any short-term rental host comply with a number of general provisions including the following:

I certify that the following is true and correct. I understand all information provided is subject to verification.

- *I will ensure that the licensed dwelling unit complies with all City, State and Federal laws.
- *I will ensure that the licensed dwelling unit has a working smoke detector in every bedroom and on every level of the home and working carbon monoxide alarms have been installed on every level of the home.
- *I will ensure that the following information is posted in a conspicuous location in the dwelling unit: emergency contact information, property address, responsible parties contact information, floor plan showing emergency/escape routes, City of Gaithersburg Neighborhood Services contact information and City of Gaithersburg and Association rules on parking, noise and trash.
- *I will maintain short-term rental liability insurance of no less than \$1,000,000, which names the City of Gaithersburg as an additional insured, throughout the duration of the license.
- *I agree to maintain a short-term rental registry for the licensed dwelling unit that includes the name of each guest, check-in/out dates and amount of rent paid.
- *I agree to remit all local taxes and required fees.
- *I agree to submit written approval of short-term rental from Home Owners Association or Condominium Association if applicable, indicating that the common ownership fees are no more than 30 days past due.
- *If I am a renter - I hereby certify that I have the consent of the property owner to utilize this property as a Short-Term Rental.

I, _____ (applicant), hereby attest that the above information has been completed, is true and correct to the best of my knowledge. I understand that I am required to ensure continued compliance with these short-term rental provisions. I understand that the City of Gaithersburg is authorized to suspend or revoke a permit or license issued in error on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any city ordinance. I also understand this premise may be inspected by police, fire, health and other city officials at any time and all times when the business is in operation.

***FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED
WILL RESULT IN DENIAL OF APPLICATION***

I hereby state that I have answered all of the preceding questions and that the information contained herein is true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____