

**TOWN OF WARWICK**  
**SHORT TERM RENTAL REGISTRATION APPLICATION**

\$250 Application fee (owner occupied dwelling)  
\$1,000 Application fee (owner unoccupied dwelling)  
*Cash or Check (payable to Town of Warwick)*

\*\*If property has been purchased within the last 6 months, provide a copy of the bargain & sale deed.

Date: \_\_\_\_\_

**SITE DATA:**

Sec-Blk-Lot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Rental Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (A Phone Number That We Can Reach 24 Hours A Day).

Email Address (print clearly): \_\_\_\_\_

**Checklist of requirements (all must be submitted with application):**

- Number of bedrooms in rental unit: \_\_\_\_\_
- Number of bathrooms in rental unit: Full \_\_\_\_\_ Half \_\_\_\_\_
- Number of occupants in rental unit: \_\_\_\_\_ (maximum of 2 per legal bedroom)
- Copy of Certificate of Occupancy for original dwelling **OR** letter stating dwelling was built prior to 1973.
- Septic system pump out affidavit (within last 3 years) - \*NO CESSPOOLS ALLOWED.
- Copy of homeowner's liability insurance no less than \$1,000,000.00 with rental endorsement on policy.  
(umbrella policy & Airbnb policy are not acceptable proof)
- List of all means of advertising which the rental property will be listed for rent.
- Indicate a full address where owner resides while rental is occupied.
- Copy of your rental contract per Chapter 129-3 (C) 17. Must include property information.
- Survey showing property lines, location of buildings & all parking location(s) for occupants.
- CAD floor plans drawn to scale showing detail description/measurements of all rooms accessible to renters, emergency exit locations, heating/cooling systems & fire prevention systems (fire extinguishers, smoke & carbon monoxide detector) locations.

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If the owner is an association, partnership, limited liability partnership, corporation, joint tenancy, tenancy in common, tenancy by the entirety, or other entity, the name of each and every owner, officer, partner or general interest partner, and the name of their interest shall also be disclosed;

If the owner is a business entity, the tax identification number, and the name, telephone number, e-mail address, mailing address and physical address of the owner's agent

***Please fill out the following if the property owner does not reside within the corporate boundaries of Orange County, New York. (Rental agent must be located in Orange County)***

Rental Agents Name: \_\_\_\_\_

Agents address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Email (print clearly): \_\_\_\_\_

Rental Agents Signature: \_\_\_\_\_

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**AUTHORIZATION (NOTARY):**

State of New York, County of, \_\_\_\_\_, \_\_\_\_\_, being  
duly sworn deposes and says he/she is the owner and is duly authorized to make and file this application; that  
all statements are true and to the best of his/her knowledge and belief.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Owner Signature: \_\_\_\_\_

**NOTARY PUBLIC:** \_\_\_\_\_

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

Stamp: \_\_\_\_\_

**FOR TOWN USE ONLY**

FEE PAID: \_\_\_\_\_

CHECK #: \_\_\_\_\_

CASH

AMOUNT OF CHECK: \_\_\_\_\_ Application #: \_\_\_\_\_