

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

Application for renewal of the short-term rental permit is due 30 days prior to its expiration

\$100 Application fee (owner occupied dwelling)

\$750 Application fee (owner unoccupied dwelling)

*Cash or Check (payable to Town of Warwick)*

**\*PLEASE NOTE:**

*Short term rental applications will be reviewed first, followed by a short-term rental inspection.*

*Handing in a completed application, under no means, deems your property approved for short term rental purposes.*

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

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

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

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

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

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

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

**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)
- Septic system pump out affidavit/receipt
- 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)
- Provide list of all means of advertising which the rental property is/will be listed for rent
- Indicate a full address where owner resides while rental is occupied
- Current permit number displayed in all advertisements (provide screen shot)
- Current expiration date of issued STR permit \_\_\_\_\_

***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: \_\_\_\_\_

Agent's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

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

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

**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 #: \_\_\_\_\_