



APPLICANT INFORMATION

Owner's Name:			
Owner's Mailing Address:			
Owner's Email:		Owner's Phone:	

STR UNIT INFORMATION

Unit Physical Address:			
Tax Map Number:		Parcel ID:	
Maximum Bedroom Count:			
Maximum Occupancy Count:			
Caretaker's Name:			
Caretaker's Physical Address:			
Caretaker's Email:		Caretaker's Phone:	

APPLICATION FEE

A non-refundable registration fee of \$300.00 must be attached to this form in order to be considered complete.

ATTACHMENT CHECKLIST

The following items must be attached to this form in order to be considered complete:

- Proof of satisfactory compliance and/or inspection with the Vermont Division of Fire Safety (VDFS)
- Copy of VDFS Short Term Rental Safety, Health, and Financial Obligations Form
- Proof of a Vermont tax account for meals and rooms and/or sales tax
- Proof of homeowner's insurance with a short-term rental endorsement
- Photographs of adequate waste receptacles for occupant waste storage
- Photographs or site plan depicting all on-site parking, including guest parking
- Photograph of placement of Required Information to Occupants poster
- Copy of any STR rules you have required in connection with the STR
- If applicable, a copy of the written property management services agreement or contract

INSPECTION

The Short-Term Rental Officer will contact you for an inspection prior to the approval of your registration form.

Zoning Office
45 Union Street
PO Box 482
Manchester, VT 05254



Ph: (802) 362-1515
ZONING@villageofmanchester.com
Hours: Mon – Thu 9:00 am - 3:00 pm



VILLAGE OF
MANCHESTER
VERMONT

REGISTRATION FORM

Short-Term Rental Registration
Version 2024-1

SIGNATURE AND SUBMITTAL

I acknowledge that I have read and understand the Village of Manchester Short Term Rental Ordinance. I will comply with all provision of applicable laws and ordinances. I hereby attest that I am the owner of the subject property and that the information contained within and attached to this form is true and correct to the best of my knowledge.

Applicant Signature

Date

ADMINISTRATIVE INFORMATION

Decision:	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
Inspection Date:				
Notes:				

Short-Term Rental Officer Signature

Date



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