



Town of Greenport Building Department
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SHORT TERM RENTAL APPLICATION/REGISTRATION FORM

Short Term Rentals are permitted to operate in the Town of Greenport when done so in accordance with Chapter 48 of the Greenport Town Code.

A rental with more than three (3) bedrooms must first apply for Site Plan approval.

All Applicants must submit:

- A Completed Short Term Rental Application Form
- Proof of Homeowners Insurance
- Application fee of \$250.00

If Applicable, in the case of a corporation, limited-liability company, partnership or other entity:

- The place of incorporation or establishment of the applicant.
- A copy of the applicant's certificate of incorporation, limited-liability organizational instruments, partnership agreement or other organizational documentation.
- Any fictitious or assumed name under which the applicant does business.
- The names and residences of all stockholders, partners, members or other principals holding 5% or more of any stock or other interest of the applicant.
- The names and residences of all officers, directors, or members of the entity and the office held by each.

Each short-term rental shall be inspected by the Code Enforcement Officer to determine compliance with the NYS Uniform Fire Prevention and Building Code. Inspections shall be scheduled with the Building Dept. following registration and every three years after.

A resident of the Town of Greenport may operate up to three short-term rental units.

Note: Registrations of short-term rentals must be renewed every three years by application. No additional site plan review or approval is required unless modifications are significant or affect the previously approved site plan.

SHORT TERM RENTAL APPLICATION/REGISTRATION FORM

Date: _____

Tax Map No: _____

Registration No: _____

Application Type: New Submission [] Renewal []

Location of Short Term Rental: _____

Was this rental pre-existing? [] Yes [] No As of what date? _____

Number of STR properties owned in the Town of Greenport prior to this application: _____

How many days per year do you reside in the Town of Greenport? _____

Owner Information:

Property Owner: _____

Business Name: _____

Physical Address: _____

Mailing Address: _____

Primary Phone No: _____ Secondary Phone No: _____

Email Address: _____

Local Agent/Manager Name if Applicable: _____

Physical Address: _____

Primary Phone No: _____ Secondary Phone No: _____

Email Address: _____

Type of Structure: House [] Apartment [] Cottage [] Other: _____

The property is: Owner Occupied [] or Non-Owner Occupied []

The property is: Rented in Part [] or Rented in Whole []

Number of Bedrooms/Sleeping Units: _____

Maximum Occupancy: _____

Are any of the rental units located on the 3rd floor or above? [] Yes [] No

Are any of the rental units located at the basement level or below ground level? [] Yes [] No

Septic System: [] or Public Utility: []

Type of Parking: Street [] or driveway/parking lot []

Number of Parking Spaces Available: _____

_____ being duly sworn deposes and says that they are the applicant and owner above named. They are duly authorized to make and file this application and that all statements contained in this application are true to the best of this knowledge and belief.

Signature of Applicant

Sworn to before me:

This ____ day of _____ 20 ____

NOTARY

STATE OF _____

COUNTY OF _____

Notary Public