

**VILLAGE OF GREENWOOD LAKE, INC.**  
**BUILDING DEPARTMENT**

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18 CHURCH ST P.O BOX # 59  
GREENWOOD LAKE NY 10925

**SHORT TERM RENTAL REGISTRATION FORM**

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

Name of owner for rental property: \_\_\_\_\_

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address of property owner: \_\_\_\_\_

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

Physical Address of property owner: \_\_\_\_\_

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

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Rental Property Address: \_\_\_\_\_

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

S.B.L. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Number of rental units per building: \_\_\_\_\_

Number of bedrooms in rental unit: \_\_\_\_\_

Number of bathrooms in rental unit: \_\_\_\_\_

Number of overnight & daytime occupancy limit: \_\_\_\_\_

Number of exit locations: \_\_\_\_\_

Fire safety protection system type: \_\_\_\_\_

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Please fill out the following if the property owner does not reside within the corporate boundaries of Orange County, New York.

**Rental Agent use only:**

Rental Agency's Name: \_\_\_\_\_

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

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

Agents Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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Property owner's Signature \_\_\_\_\_

By virtue of this application, you agree to clearly list (if approved), your short-term rental permit number in any advertising or listing for short-term rental of this property. Failure to do so will result in revocation of your short-term rental permit.

Application Fee Paid: Yes  No

**Authorization:**

State of \_\_\_\_\_, County of \_\_\_\_\_, Name of, \_\_\_\_\_ being duly sworn deposes and says that the work will be performed in the manner set forth in this application and in the specifications filed therewith he/ she is the owner or rental agent and is duly authorized to make and file this application: that all statements are true to the best of his/ her knowledge and belief,.

Sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_

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

**\*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 a short-term rental.

Application Approved: Yes  No

Reason(s) for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_