



## TOWN OF FREEPORT

30 Main Street  
Freeport, ME 04032  
(207)865-4743

### Application for Short-Term Residential Rental Registration

#### FOR OFFICIAL USE ONLY

Date Received	
Permit Fee \$100	(Renewal late fee after 3/1 is an additional \$200)
Payment Info	
Pick-up or Mail	
Reviewed By	
Reviewed By	

STRRR Number: \_\_\_\_\_

- Type of application:** ☐ New Short-Term Rental Registration
- ☐ Short-Term Rental Registration Renewal – with **no** changes from past year registration Information. Prior Registration Number: \_\_\_\_\_
- ☐ Short-Term Rental Registration Renewal – with changes from past year registration information. Prior Registration Number: \_\_\_\_\_

#### Property Information

Short-Term Rental Property Address:	
Tax Map and Lot:	
Dwelling Type:	<input type="checkbox"/> One-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Multiple Family <input type="checkbox"/> Accessory Apt.

#### Property Owner Information

Property Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	

#### Local Emergency Contact Information

The owner must identify a registered agent or representative for emergency contact purposes. The emergency contact may be the property owner. The emergency contact person must be able to respond within sixty (60) minutes (24 hours per day) to complaints regarding the condition, safety or operation of the short-term rental or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints.

Emergency Contact Name:	
Physical Address:	
Phone Number:	
Email Address:	

### Details of rental unit

Please attach proof of occupancy limits:	Limits will be based on the number of bedrooms listed on the building permit, approved septic system design, sewer district connection information, or certificate of occupancy for the property. In the case of a dwelling legally existing without any of the information listed above, the number of bedrooms shall be based upon the historic and traditional use of the structure as represented by the property owner.
Determined occupancy limit (two guests per legal bedroom plus no more than two additional guests):	_____
Wastewater Disposal Type:	<input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Septic System <input type="checkbox"/> Shared Septic System
Please explain how the off-street parking requirement will be met:	Please attached a narrative or drawing to demonstrate how parking will be provided per Article IV of the Town of Freeport Chapter 61 Short-term Residential Registration Ordinance.
Please attach proof of insurance:	The owner must provide a certificate of insurance that expressly acknowledges that the property may be used for short-term rental business activity and evidencing general liability insurance appropriate to cover the short-term rental use in the aggregate of not less than \$1 million, or proof that the owner conducts short-term rental transactions through a hosting platform that provides equal or greater coverage. The owner must maintain such insurance coverage while rented.

**For additional details on the timing of submitting applications, the number of registrations to be issued each year, and information about transferability of the registration, please refer to the Town of Freeport Chapter 61 Short-term Residential Rental Registration Ordinance.**

#### **OWNER / APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

The signature below certifies that I am a legal owner of the subject property and that the information provided on this form is in all respects true and accurate to the best of my knowledge and belief. I agree that I have reviewed the Town of Freeport Chapter 61 Short-term Residential Rental Registration Ordinance and Chapter 39 the Town of Freeport Loitering, Curfew and Noise Ordinance understand the described regulations and agree to abide by them.

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

#### **SUBMISSION CHECKLIST:**

- ☐ Completed application form, required attachments and applicable fee
- ☐ Copy of proof of ownership (recorded deed)
- ☐ Completed Self-Inspection checklist

## Town of Freeport Short-Term Rental Owner's Self-Inspection Checklist

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Short-Term Rental: \_\_\_\_\_

Self-Certification- Prior to registering a short-term rental, the applicant must certify and initial the following requirements:

\_\_\_\_\_ The tenants will be provided information about the availability of off-street parking. Tenants will be notified that guest parking on any public street is prohibited between 11pm and 7am and that Tenants and guests of Short-term rentals are prohibited from parking in a manner that impedes access by emergency vehicles to the property or any other dwelling in the neighborhood.

\_\_\_\_\_ I certify that an evacuation plan has been created and will be posted in a visible location in the short-term rental property in case of emergency.

\_\_\_\_\_ I certify that the house is properly identified with their legal street number and in accordance with the Town of Freeport Ordinance Chapter 7, Street Numbering Ordinance.

\_\_\_\_\_ I certify that the short-term rental has at least one appropriately sized portable fire extinguisher that is mounted in a prominent location.

\_\_\_\_\_ I certify that if the dwelling unit(s) was **constructed on or after December 1, 2010**, it shall comply with the Maine Uniform Building and Energy Code (MUBEC) that was effective at such time that a building permit was issued for the unit. In addition, the dwelling unit complies with all applicable National Fire Protection Association (NFPA) codes and standards that have been adopted by the Town and State.

\_\_\_\_\_ I certify that if the dwelling unit(s) is contained in structures **constructed prior to December 1, 2010**, it complies with the following standards:

- i) The "2013 Egress Policy" issued by the Office of the State Fire Marshal;
- ii) State of Maine Title 25, §2464: Smoke detectors;
- iii) State of Maine Title 25, §2468: Carbon monoxide detectors.

\_\_\_\_\_ I agree to adhere to the standards of the Freeport Solid Waste Disposal Ordinance and to ensure that solid waste is removed from the property prior to new guests entering the property.

\_\_\_\_\_ I understand that my short-term rental advertising shall include the municipal registration number and clearly note the number of permitted bedrooms for the rental unit. The advertising shall not include offering the property for non-residential uses such as corporate events, large weddings, or other similar events.

\_\_\_\_\_ The approved Short-Term Rental Registration Certificate will be posted inside the short-term rental unit, in plain sight, near the entrance to the unit.

I (we) understand that providing false information in the application shall be a violation of the Town of Freeport Chapter 61 Short-term Residential Rental Registration Ordinance, and shall be grounds to deny an application, void an approval, and/or revoke a Short-Term Rental Registration Certificate issued for the property.

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date