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## SHORT TERM RESIDENTIAL RENTAL INSPECTION APPLICATION

SBL#: \_\_\_\_\_

1. Property address: \_\_\_\_\_
2. Property owner's name: \_\_\_\_\_
3. Property owner's Mailing address: \_\_\_\_\_
4. Property owner's Email address: \_\_\_\_\_
5. Property owner's Telephone number: \_\_\_\_\_
6. Caretaker's name and phone number: \_\_\_\_\_

A. Authority – In the event of an incident/violation on the property, the owner or caretaker must respond to a municipal phone call within 2 hours. In the event of a third and fourth violation on the property, there will be an escalating fine.

### TO BE COMPLETED BEFORE INSPECTION

1. Town of Fallsburg
  - a. Inspection required annually
  - b. Inspection required before rental of property
  - c. Annual inspection fee of \$100.00
  - d. Records containing dates of short term rentals and number of guests shall be made available upon request.
  - e. Fire extinguishers must be provided in the kitchen and in each bedroom.
  - f. 300' notice must be sent to neighbors of short term rental with the contact information of the owner and/or manager of the property.
2. County of Sullivan
  - a. Subject to room tax. Renewal must include a copy of the filed room tax return.

### FOR OFFICE USE ONLY BELOW

- B. Description of Property
  1.  Single family  Two family  Owner occupied  Other  Rental  
 Multi family
  2. Maximum occupancy \_\_\_\_\_
- C. Location
  1. 911 sign must be posted at entrance of driveway.
  2. Renter must be made aware of owner contact information and street address of the property.
- D. Parking
  1. On site parking only.
- E. Insurance
  1. Appropriate insurance for transient occupants and commercial rental.
- F. Character
  1. Short term rental may not adversely affect the residential character of the neighborhood. Short term rental may not for example, display a sign advertising, generate noise, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of his or her residence.
- G. Boundaries
  1. Renters shall be made aware of property boundaries, and no trespassing on neighboring properties.
- H. Garbage
  1. Owner is responsible for providing garbage pick-up.
  2. All garbage must be properly disposed of and must be placed in garbage cans with a lid.
  3. Garbage cans cannot be left at edge of driveway unless there are in a proper enclosure.

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

**TOWN OF FALLSBURG**  
**CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811  
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**Official Notice**

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

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

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

**Mailing Address:** \_\_\_\_\_

**Property Manager Name:** \_\_\_\_\_

**Contact Phone/Email:** \_\_\_\_\_

Please be advised,

The above-mentioned property has applied for a Short Term or Multi-Family RENTAL (*circle one*) application with the Town of Fallsburg. In order to be approved for a Short Term or Multi-Family RENTAL the steps are as follows:

Our Code Enforcement Officers will perform a thorough inspection making sure the dwelling complies with our Code and Fire Safety regulations. After a passing inspection, a rental agreement will be issued.

**If you have any issues** with this property in regards to the rental, i.e. garbage, noise, property maintenance, etc., **please contact the Property Manager or Property owner FRIST**. If they do not respond promptly, then contact the Town of Fallsburg Building Dept to submit a complaint.

**Fallsburg Code Enforcement Office**