

**Mollie Messenger**

Code Enforcement Officer



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

**TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc.

**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.

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.

**B. Description of Property**

1.  Single family                       Two family                       Owner occupied  
 Multi family                                       Other                       Rental

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 \$ \_\_\_\_\_