



**TOWN OF NAHANT**

**Inspectional Services Department**

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**334 Nahant Road, Nahant, MA 01908 | 781-581-5263**

**SHORT-TERM RENTAL APPLICATION**

*Please complete this application and submit to the Nahant Inspectional Services Department. If you have any questions please call our office at 781-581-5263.*

**Applicant Information**

**Permit #:** \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Address of Owner (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Rental is                      Owner Occupied (  )    Owner Adjacent (  )

How many units are at this address: \_\_\_\_\_

Property Manager Contact Information - *(This contact is in case we cannot contact you directly.)*

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



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#### RENTAL INFORMATION

How do you intend to rent your unit? Please check the appropriate box below:

- OWNER OCCUPIED SHORT-TERM RENTAL (Short-Term Rental of a dwelling unit, of no more than the number of lawful bedrooms within such dwelling unit that is the principal residence of its operator.)
  
- OWNER ADJACENT UNIT (Residential unit offered as a Short-Term Rental which is not the owner's principal residence but is located within the same dwelling and/or parcel as the principal residence.)
  
- NON-OWNER OCCUPIED SHORT-TERM RENTAL (Dwelling unit made available for short-term rental that is neither the principal residence of the owner nor is located within the same residential building as the owner's principal residence.)



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Please fill out the section that applies to your Lodging Operation, the remainder can be left blank.

**Property Information:**

Septic System ( )                      Town Sewer ( )                      Town Water ( )

# of Bedrooms ( )                      # of Bathrooms ( )

Kitchen: Full ( )    Efficiency ( )    None ( )

Square footage for each guest sleeping area: \_\_\_\_\_

The Rental application and the Annual Renewal shall include:

- Proof of Registration with the Commonwealth of Massachusetts
- Certificate of Good Standing from the Nahant's Office of Inspectional Services
- Municipal Lien Certificate from Nahant's Office of Treasurer/Collector
- Certificate of Compliance from Nahant Fire Department (every other year)
- Certificate of Fitness from Nahant Board of Health (every other year)
- Certificate of Code of Compliance from Nahant's Office of Inspectional Services (every other year)
- Attestation of Compliance with Nahant by-laws and regulations
- Guest Information Packet (see General by-laws, Article XXIII, Section 4)
  - Parking Plan (see section 8 in the Short Term Rental rules and regulations)
  - Certificate of Liability Insurance (no less than \$1,000,000 of coverage)
  - Operator affidavit for owner occupied/adjacent rentals or a special permit for non-owner occupied rentals
  - A non-owner occupied, owner adjacent, owner occupied without owner present, and an owner occupied Short Term rental unit with six (6) or more bedrooms shall document state and local safety law compliance by providing a Massachusetts Chapter 34 review (780 CMR 34.00) of the dwelling unit prepared by a licensed architect or design professional along with documentation that demonstrates full compliance with all recommendations described in Chapter 34 review.
- DBA (Doing Business As) Certificate from Nahant Town Clerk's Office



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I certify that I am familiar with the State Sanitary Codes:

310 CMR 15.00            Title V – siting septic systems

105 CMR 590.00        Minimum Standards for Food Establishments

105 CMR 410.00        Minimum Standards for the Fitness of Human Habitation

I certify I have and will abide by all state and local laws and regulations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**INTERNAL USE ONLY:**

Date    Initial    Task

- \_\_\_\_    \_\_\_\_     Proof of Registration with the Commonwealth of Massachusetts
- \_\_\_\_    \_\_\_\_     Certificate of Good Standing from the Nahant's Office of Inspectional Services
- \_\_\_\_    \_\_\_\_     Municipal Lien Certificate from Nahant's Office of Treasurer/Collector
- \_\_\_\_    \_\_\_\_     Certificate of Compliance from Nahant Fire Department (every other year)
- \_\_\_\_    \_\_\_\_     Certificate of Fitness from Nahant Board of Health (every other year)
- \_\_\_\_    \_\_\_\_     Certificate of Code of Compliance from Nahant's Office of Inspectional Services (every other year)
- \_\_\_\_    \_\_\_\_     Attestation of Compliance with Nahant by-laws and regulations

Guest Information Packet (see General by-laws, Article XXIII, Section 4)

- \_\_\_\_    \_\_\_\_     Parking Plan (see section 8 in the Short Term Rental rules and regulations)
- \_\_\_\_    \_\_\_\_     Certificate of Liability Insurance (no less than \$1,000,000 of coverage)
- \_\_\_\_    \_\_\_\_     Operator affidavit for owner occupied/adjacent rentals or a special permit for non-owner occupied rentals
- \_\_\_\_    \_\_\_\_     A non-owner occupied, owner adjacent, owner occupied without owner present, and an owner occupied Short Term rental unit with six (6) or more bedrooms shall document state and local safety law compliance by providing a Massachusetts Chapter 34 review (780 CMR 34.00) of the dwelling unit prepared by a licensed architect or design professional along with documentation that demonstrates full compliance with all recommendations described in Chapter 34 review.
- \_\_\_\_    \_\_\_\_     DBA (Doing Business As) Certificate from Nahant Town Clerk's Office

Reason for denial if denied: \_\_\_\_\_