



## VILLAGE OF WARWICK

INCORPORATED 1867

### Short-Term Rentals How to Apply for a STR Permit

#### WHAT IS A SHORT-TERM RENTAL (STR) PROPERTY?

A short-term rental (STR) is any residence in which overnight accommodations are offered in exchange for a fee or compensation, whether monetary or otherwise, for a period of less than thirty (30) days, including, but not limited to, rentals provided by such companies as Air B&B and VRBO. According to the Village of Warwick's Short-Term Rental (STR) Code, specifically § 115-2, a "Short-Term Rental Property" is defined as any residence in which overnight accommodations are offered in exchange for a fee or compensation, whether monetary or otherwise, for a period of less than thirty (30) days. The code explicitly states that month-to-month tenancies are not considered short-term rental properties.

For more information, visit our website for The Village Code Chapter 115 entitled "Short-Term Rental Property." If you have any questions, please contact the Building/Planning Department.

\*Only owner-occupied properties may be used for short-term rentals. Owner need not be present on the property during short-term rentals. Properties located in the Central business district used for short-term rentals need not be owner-occupied, if the Registered Agent is able to respond and attend at the short-term rental property within at least thirty minutes of being notified of the need to do so.

\*Owner-occupied shall mean a residence in which the record owner or the owner's registered agent resides for not less than a total of six months in the calendar year.

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1. Obtain a STR Permit Application

2. Complete the Application packet

☐ Short-Term Rental Permit Application

☐ Permit Application & Inspection Fee \$500.00 Renewal Fee: \$300.00

3. Applicants are responsible for making copies of all forms for their records.

4. Submit All Forms Together as a Complete Packet.

**Please note that Short-Term Rental applications will not be accepted unless all required paperwork is fully completed, and the application fee is submitted.**

Mail or deliver your completed application and fee to:

**Village of Warwick  
Building Department  
77 Main Street  
Warwick, NY 10990**

4. A Short-Term Rental (STR) Permit will be issued upon submission of a completed application, payment of the applicable fee, **and successful final inspection by the Building Inspector.** In accordance with § 115-6 (Duration and Terms of Short-Term Rental Permits), all STR permits are valid for two years from the date of issuance, unless revoked prior to expiration."

#### 5. Updates to Existing STR Permit

Any changes to an existing STR property's number of bedrooms, maximum occupancy or discontinued use etc. Please contact the Building/Planning Department at 845-986-2031 ext. 106, 107 or 108.

**VILLAGE OF WARWICK**  
**SHORT TERM RENTAL REGISTRATION APPLICATION**  
\$500 Application & Inspection fee (Owner Occupied/Register Agent dwelling)  
*Cash or Check (payable to Village of Warwick)*

\*\*If property has been purchased within the last 6 months, provide a copy of the bargain & sale deed.

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

**SITE DATA:**

Sec-Blk-Lot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

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

Property Owner Mailing Address: \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (A Phone Number That We Can Reach 24 Hours A Day).

Email Address: \_\_\_\_\_

**Checklist of requirements (all must be submitted with application):**

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

\_\_\_\_ Number of occupants in rental unit: \_\_\_\_\_ (maximum of 2 per legal bedroom)

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

\_\_\_\_ Copy of Certificate of Occupancy for original dwelling **OR** letter stating dwelling was built prior to 1973.

\_\_\_\_ Copy of homeowner's liability insurance no less than \$1,000,000.00 with rental endorsement on policy.  
(umbrella policy & Airbnb policy are not acceptable proof)

\_\_\_\_ List of all means of advertising which the rental property will be listed for rent.

\_\_\_\_ Indicate where owner resides while rental is occupied.

\_\_\_\_ Village Code 115-6 Must be displayed at the short-term rental property for STR renters to adhere to

\_\_\_\_ Survey showing property lines, location of buildings & all parking location(s) for occupants.

\_\_\_\_ CAD floor plans drawn to scale showing detail description/measurements of all rooms accessible to renters, emergency exit locations, heating/cooling systems & fire prevention systems (fire extinguishers, smoke & carbon monoxide detector) locations.

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If the owner is an association, partnership, limited liability partnership, corporation, joint tenancy, tenancy in common, tenancy by the entirety, or other entity, the name of each and every owner, officer, partner or general interest partner, and the name of their interest shall also be disclosed;

If the owner is a business entity, the tax identification number, and the name, telephone number, e-mail address, mailing address and physical address of the owner's agent

*Please fill out the following if the property owner does not reside within half-hour of property. (Registered Agent must be within a half-hour from rental property.)*

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

Agents address: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Rental Agents Signature: \_\_\_\_\_

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**AUTHORIZATION (NOTARY):**

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

**Sworn to before me**

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**NOTARY PUBLIC:** \_\_\_\_\_

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

Stamp:



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**FOR VILLAGE USE ONLY**

FEE PAID: \_\_\_\_\_

CHECK #: \_\_\_\_\_

CASH

AMOUNT OF CHECK: \_\_\_\_\_

Comments: \_\_\_\_\_ Application #: \_\_\_\_\_

VILLAGE OF WARWICK  
SHORT TERM RENTAL RENEWAL APPLICATION

Application for renewal of the short-term rental permit is due 30 days prior to its expiration  
\$300 Application & inspection fee (Owner Occupied/Register Agent dwelling)

Cash or Check (payable to Village of Warwick)

**\*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 short term rental purposes.**

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

**SITE DATA:**

SEC-BLK-LOT: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (A PHONE NUMBER THAT WE CAN REACH 24 HOURS A DAY).

EMAIL ADDRESS: \_\_\_\_\_

**Checklist of requirements (all must be submitted with application):**

- \_\_\_\_ Number of bedrooms in rental unit: \_\_\_\_\_
- \_\_\_\_ Number of bathrooms in rental unit: Full \_\_\_\_\_ Half \_\_\_\_\_
- \_\_\_\_ Number of occupants in rental unit: \_\_\_\_\_ (maximum of 2 per legal bedroom)
- \_\_\_\_ Copy of homeowner’s liability insurance no less than \$1,000,000.00 with rental endorsement on policy (umbrella policy & Airbnb policy are not acceptable proof)
- \_\_\_\_ Provide list of all means of advertising which the rental property is/will be listed for rent
- \_\_\_\_ Indicate where owner resides while rental is occupied
- \_\_\_\_ Village Code 115-6 Must be displayed at the short-term rental property for STR renters to adhere to
- \_\_\_\_ Copy of Certificate of Occupancy for each building proposed to be used for STR or a letter stating dwelling was built prior to 1973
- \_\_\_\_ Permit number displayed in all advertisements (provide screen shot)
- \_\_\_\_ Current expiration date of issued STR permit \_\_\_\_\_

***Please fill out the following if the property owner does not reside within half-hour of property. (Registered Agent must be within a half-hour from rental property.)***

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

Agent’s address: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Rental Agents Signature: \_\_\_\_\_

**AUTHORIZATION (NOTARY):**

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

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Owner Signature: \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

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

Stamp:



**FOR VILLAGE USE ONLY**

FEE PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_ CASH \_\_\_\_\_ AMOUNT OF CHECK: \_\_\_\_\_

Comments: \_\_\_\_\_ Application #: \_\_\_\_\_



VILLAGE OF WARWICK  
INCORPORATED 1867

**SHORT TERM RENTAL PERMIT INSPECTION FORM**

Property Address: \_\_\_\_\_ S.B.L. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SITE INSPECTION CHECKLIST**

**Exterior Areas**

- Y/N – Address used for 911 is properly displayed for each unit
  - Y/N – Exterior structure is well maintained and adequately protected from weather and vermin
  - Y/N – Automobile parking accommodations are plainly marked and properly situated on the lot
  - Y/N – Outbuildings, fences, walking surfaces, cars etc. have no litter and are well maintained
  - Y/N – Guard rails for deck and stairs are properly installed where required and well maintained
  - Y/N – Riser covers are installed on all decks/stairs
- Exterior items on property: \_\_\_\_\_
- \_\_\_\_\_

**Interior Areas**

- Y/N – Natural gas main shut off valve is accessible
- Y/N – Smoke detectors are installed inside each bedroom, in the living area and in each story
- Y/N – Carbon monoxide detectors are installed in buildings having combustion devices or garages
- Y/N - Fire extinguishers of proper size are properly installed in each rental unit
- Y/N - House and apartments meet or exceed minimum living and dining area requirements
- Y/N - Bathrooms have well maintained sanitary surfaces for floors, countertops, tubs and showers
- Y/N – Bathrooms have an operable window to exterior or a functioning mechanical exhaust vent
- Y/N – Kitchens have well maintained sanitary surfaces on floors and on countertops
- Y/N – Kitchen stovetops have a properly installed function hood
- Y/N – Heat and hot water are adequate; appliances are well maintained and readily accessible
- Y/N – Electrical outlets in bathrooms and kitchens are GFCI protected
- Y/N – Electrical plug outlets are not overloaded, and extension cords are used properly
- Y/N - All electrical boxes are properly covered, and the breaker panel is not obstructed
- Y/N - Grab rails for stairs are properly installed and well maintained
- Y/N – Means of egress components are unobstructed, well maintained and have adequate lighting
- Y/N – No peeling paint, leaks or other indications of inadequate maintenance
- Y/N – Safety/egress plan in common area & on back of each bedroom door
- Y/N – Trash & recycling schedules posted
- Y/N – Copy of Chapter 94 – Village Noise ordinance on site
- Y/N – Property survey map displayed
- Y/N – Display annual permit: maximum occupancy limit, maximum parking, contact form and standards shall be prominently displayed inside and near the front entrance

Total Bedrooms in rental area: \_\_\_\_\_

Total Bathroom in rental area: Full \_\_\_\_\_ Half \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

PASS \_\_\_\_\_ FAIL \_\_\_\_\_

Date of Final Passed Inspection: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_