SHORT-TERM RENTAL UNIT CHECKLIST

PROPERTY ADDRESS: _____

For both initial and renewal applications, it is mandatory to complete this checklist.

REQUIREMENTS	APPLICANT INITIALS
An operable smoke detector in each bedroom	
At least one operable smoke detector on each floor	
At least one operable carbon monoxide (CO) detector on each floor	
Each bedroom must have an operable window that meets requirements for **emergency egress**	
An operable fire extinguisher	
Address numbers posted and visible from the street	
Guest Information Document Posted	

Please note that photographs of all items listed above must be included as evidence of compliance with Short-term Rental Unit requirements. Without these photographs, the City will not be able to issue the initial or renewal permit.

_____   _____

Signature of Short-term Rental Unit Owner or Agent   Date

Emergency Egress:

- 5.7 square feet of clear opening when the window is fully open for windows 5 feet above grade.
- 5.0 sq. ft. if at grade level .

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