

SHORT TERM RENTAL

TYPE OF DWELLING

(Apartment, single family, multifamily house, cottage, condominium, etc.)

NUMBER OF UNITS/ROOMS _____

NUMBER OF UNITS/ROOMS TO BE RENTED _____

Application FEE: \$300

Inspection Fee: \$50

Please check one:

New Application _____

Renewing Application w/Changes _____

Renewing Application w/NO Changes _____

**COMMONWEALTH OF MASSACHUSETTS
CITY OF EVERETT
SHORT TERM RENTAL LICENSE APPLICATION**

Operator's Legal Name:

Rental Address:

Do the proposed short-term rental units meet the qualifications for a short-term rental license under city ordinances? (See attached) Yes No

Mailing Address if Different from rental address (including zip code):

Contact Phone:

Contact E-Mail:

Property Owner:

Property Owner's Address:

Owner's Phone:

Signature*

*By signing above, the property owner indicates that the potential licensee is authorized to legally occupy the above-mentioned property for the intended purpose of a short-term rental.

The property owners signature and property card from the assessors are required for new licenses only.

EMERGENCY CONTACT:

In case of emergency at the business address, please contact:

Contact Name:

Contact Address:

Contact Phone:

I hereby state that all information provided on this application is true and accurate, and I understand that any information that is found to be false or misleading may result in the forfeiture of this license. This license will only be effective for the listed location and is subject to all of the terms, conditions, and limitations set forth in the Everett Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Everett City Council.

Signature of Applicant

Title (owner, president, partner)

Date:

ATTACHMENTS FOR ALL APPLICANTS

1. Certificate of Good Standing
2. Inspectional Services Approval
3. Fire Prevention Approval
4. Health Department Approval
5. REAP Attestation
6. Proof of state registration to file room occupancy taxes

ATTACHMENTS FOR NEW or ALTERED LICENSES ONLY

First-time applications must also include:

1. Criminal Offender Record Information (CORI) if an applicant intends to use their primary residence as a short-term rental unit while they are living in said unit.
2. Three (3) letters of recommendation (excluding relatives, partners, employees, fiduciary)
3. Application Fee (\$300.00)

Have you ever been denied any time of lodging license? Y__ N__

If yes, list year, city and state:

Have you ever had any type of lodging license revoked or suspended?

Y__ N__

If yes, list year, city and state:

INSPECTIONAL SERVICES DEPARTMENT REPORT:

The building located at the premises mentioned above is in a _____ Zone.

The use is permitted as of right The use requires a special permit

The use is prohibited

*I do hereby state that as of this date the premises **meets** / **does not meet** all of the requirements imposed upon it pursuant to the building code. This application is for a Short-term Rental License.*

Inspector's Signature:

Print Name:

Date:

I do hereby certify that there are no unpaid fines, fees, cease and desist orders or any other Impediments affecting the granting of approval for this license.

Fine, fees, cease and desist order or other impediment Issue License _____ Do not Issue License _____

Inspector's Signature:

TO BE COMPLETED BY THE INSPECTIONAL SERVICES, CALL TO SCHEDULE 617-394-2220

HEALTH DEPARTMENT REPORT

*I do hereby state that as of this date the premises **meets** / **does not meet** all of the requirements imposed upon it pursuant to the sanitary code. This application is for a Short-term Rental License.*

Inspector's Signature:

Print Name:

Date:

I do hereby certify that there are no unpaid fines, fees, cease and desist orders or any other Impediments affecting the granting of approval for this license.

Fine, fees, cease and desist order or other impediment Issue License _____ Do not Issue License _____

Inspector's Signature:

TO BE COMPLETED BY THE HEALTH DEPARTMENT, CALL TO SCHEDULE 617-394-2255

FIRE PREVENTION REPORT:

I do hereby state that I have personally inspected the premises located at the applicant's business address as shown on the front of this application and as of this date the premises meets/does not meet all of the requirements imposed upon it pursuant to the fire prevention code.

Pass _____ Fail _____

Inspector's Signature:

Print Name:

Date:

I do hereby certify that there are no unpaid fines, fees, cease and desist orders or any other Impediments affecting the granting of approval for this license.

Fine, fees, cease and desist order or other impediment Issue License _____ Do not Issue License _____

Inspector's Signature:

TO BE COMPLETED BY THE FIRE INSPECTION, CALL TO SCHEDULE 617-394-2349

CERTIFICATE OF GOOD STANDING

Property Address:

Do you own the property? Y __ N __

I do hereby state that the owners of the proposed business are/are not current on the following taxes and fees:

Real Estate Taxes:

Personal Property:

Water/Sewer:

Collector's Office Signature:

Print Name: Date:

TO BE COMPLETED BY THE COLLECTOR'S OFFICE, EVERETT CITY HALL, ROOM 13, 617-394-2240

Section 12-604 **Short-term rental license qualifications**

- (a) All applicants for a short-term rental license shall meet the qualifications for all licenses and permits issued under the authority of the city council as prescribed in Section 12-302 of this Chapter.
- (b) An applicant for a short-term rental license who intends to use their primary residence as a short-term rental unit shall not be required to also obtain a home occupation permit.
- (c) Short-term rental licenses shall only be considered for units located in buildings or structures with an occupancy permit that allows the units to be utilized as residences.
- (d) No building or structure containing a unit to be offered as a short-term rental shall be subject to:
 - (1) Any outstanding building, sanitary, zoning, or fire code violations;
 - (2) Orders of abatement,
 - (3) Notices of violation;
 - (4) Notices to cure;
 - (5) Correction notices, or
 - (6) Cease and desist orders.
- (e) Residential unit restrictions
 - (1) The following types of residential units are not eligible to be offered as short-term rentals, subject to the discretion of the city council:
 - a. Residential units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law;
 - b. Residential units subject to any requirement of local, state, or federal law that prohibits the leasing or subleasing of the unit or use of the unit as a short-term rental; and
 - c. Residential units that are located within properties designated as problem properties by the Mayor's Code Enforcement Task Force.
 - (2) Short-term rental licenses shall not be considered for units in the following residence types
 - a. A congregate living complex;
 - b. Elderly housing;
 - c. A group residence, limited;
 - d. A homeless shelter;
 - e. Orphanage;
 - f. Temporary dwelling structure; and
 - g. Transitional housing.
- (f) Short-term rental licenses shall only be considered for units if such usage complies with any applicable documents or bylaws that govern the building or structure in which said units are located such as a homeowner's association agreement or requirements, a rental agreement or any other restriction, covenant, requirement or other enforceable agreement.

State law reference – MGL Chapter 64G, Section 14(iii): Room occupancy excise; outstanding violations
State law reference – MGL Chapter 64G, Section 15: Room occupancy excise; short-term rentals prohibited by existing agreements