



## CHECKLIST OF DOCUMENTS REQUIRED WHEN APPLYING FOR SHORT TERM RENTAL LICENSE.

*Note; ALL required documents and information must be submitted with application, or it will be rejected.*

- The online application must be completed. This includes;
  - Street address of the unit to be licensed.
  - The name, address, email address, and phone numbers of the owner of the premises or corporation's owner's representative.
  - If the owner is not a natural person, the applicant shall identify all partners, officers and directors of any such entity and provide their personal contact information.
  - The name, address, email address, and telephone number of the designated rental agent.
  - The number of bedrooms in the unit and the maximum occupancy.
  - The number and location of parking spaces allotted to the unit.
- Evidence of notice to adjacent property owners of intent to apply for a license (sample form available.)
- If the applicant is a tenant, evidence of approval by the property owner for authority to operate unit as a short-term rental. (sample form available)
- The rental agent's written statement of acceptance of the responsibilities.
- A list of all hosting platforms through which the short-term rental is listed or reasonably anticipated to be listed. (sample form available)
- If HOST OCCUPIED a sworn affidavit stating that the primary dwelling unit is the legal residence and domicile of the applicant. (sample form available)
- If HOST OCCUPIED provide proof of residence in the form of two of the following;
  - Valid KY driver's license, other state issued ID or other ID recognized by the Covington Police Department.
  - Registration for vehicles owned by and registered in the name of the applicant.
  - Voter registration card.
  - Previous year's W-2 form or IRS Tax Return.
  - Deed.
  - Utility Bill.

- Certification that the short-term rental is in conformity with:
  - The Kentucky Building Code (residential)
  - The International Residential Code
  - The International Property Maintenance Code
  - The Kentucky Fire Code and NFPA 1
  - The Life Safety Code NFPA 101
  - (sample form available)
- Acknowledgement that the short-term rental must at all times maintain compliance with applicable federal, state and local laws, regulations, ordinances or other rules, including the Covington nuisance code. (sample form available)
- Acknowledgement an obligation to use best effort to assure that use of the premises by a short-term rental tenant will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties. (sample form available)