Town of Belhaven Short Term Rental Annual Registration Form

This form must be completed every two (2) years to register a short term rental. Each form registers one short term rental property.

Once complete, please bring or mail the application and supporting documentation to:

Town of Belhaven, Town Manager's Office, PO Box 220, 315 E. Main Street, Belhaven, NC 27810. For more information, call (252)943-3055 or visit www.TownofBelhaven.com.

Completed permit applications should include

- ☐ Photo of the exterior of the property
- ☐ Notarized signature page
- ☐ Names and addresses of adjacent property owners, includes across the street.
- ☐ $100 Application Fee

Allow ten (10) business days for the permit to be processed.

Short Term Rental Property Information

Property Address_____

Primary Parcel ID _____ Zoning_____

Number of Bedrooms_____

Maximum Number of Guests_____

Number of Parking Spaces_____ Maximum Number of Cars_____

Access to additional amenities: _____

_____

_____

Safety Features:

☐ Smoke Detector ☐ Security Alarm
☐ Carbon Monoxide Detector ☐ Other:_____

How is the property being marketed: ☐ Airbnb.com ☐ VRBO.com ☐ Other:_____

OFFICIAL USE

Application Received:_____ Reviewed by:_____

If denied, cite reason:_____

_____

_____

Approval Date:_____ PERMIT #_____

Short Term Rental Applicant Information

Property Owner: ☐ Check if primary contact

Name:_____

Company:_____

Address:_____

City, State Zip:_____

Primary Phone:_____

Alternate Phone:_____

Email:_____

Short Term Rental Host: ☐ Check if primary contact

Name:_____

Company:_____

Address:_____

City, State Zip:_____

Primary Phone:_____

Alternate Phone:_____

Email:_____

**If you are not a limited liability company, corporation, partnership, association, trustee, etc. please enter your name as company.*

Emergency Contact Information (if other than the host):

Name:_____

Company:_____

Address:_____

City, State Zip:_____

Primary Phone:_____

Alternate Phone:_____

Email:_____

The Town of Belhaven requires that a person responsible be available and responsible for addressing any maintenance or safety concerns of a short term rental guest. Any such responsible individual must reside within 25 miles of the short term rental. Please affirm that the aforementioned emergency contact meets this requirement.

☐ YES ☐ NO

The information provided on this application is true. I have read and agree to abide by the Town of Belhaven's Short Term Rental Zoning Ordinance.

Applicant Host Signature_____ DATE: _____

North Carolina, _____ County
I, _____, a Notary Public for said County and State, do hereby certify that _____ and _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____,20 ____.
(Official Seal)

Notary Public
My commission expires _____, 20 ____.