

CITY OF WASHINGTON, ILLINOIS

SHORT-TERM RENTAL CERTIFICATE OF REGISTRATION APPLICATION

In addition to the Certificate of Registration application, the applicant is required to pay a \$100 short-term rental license fee. A Certificate of Registration must be obtained annually in order to continue operating a short-term rental within the city limits. Please submit the completed application to the City of Washington (jboyer@ci.washington.il.us or 301 Walnut Street).

Name of Property Owner(s): _____

Short-Term Rental Address: _____

Property Tax ID (PIN) number: _____ - _____ - _____ - _____ - _____

Mailing Address (if different): _____

Email: _____ Phone: _____

Current zoning classification of the property: _____

Current use of the property: _____

Short-Term Rental Type:

_____ Residential Owner-Occupied (must provide proof)

_____ Residential Non-Owner-Occupied (requires prior special use approval)

_____ Commercial

Maximum Number of Guestrooms: _____ Number of Off-Street Parking Spaces: _____

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed short-term rental. I consent to abide by all short-term rental ordinance requirements and to allow City staff to complete an inspection of the short-term rental within thirty (30) days of receipt of this application.*

Signature of Owner

Date

Signature of Applicant (if different)

Date

FOR OFFICE USE ONLY License No.: _____

COR Fee Paid? Y / N Date: _____

Special Use Approved? Y / N Date: _____