

Short Term Rental Safety, Health and Financial Obligations

Contact Information	Instructions
Department of Health: 802-863- 7221 Division of Fire Safety: 802 479-7561	The short term rental operator shall post within the unit a telephone number for the persons responsible for the unit and the contact information for the Vermont Department of Health and the Vermont Division of Fire Safety. This form shall be completed by the short-term rental operator and retained on site. The form need not be filed with the department.

SHORT TERM RENTAL OPERATOR INFORMATION		
Operator(s) Name (Print):	Number of Rooms Rented:	
Physical 911 Address of Property:	Type of Heating System:	
Mailing Address:	Public or Private Water:	
Cell phone number:	E- Mail:	Tax Account Number:

Division of Fire Safety General Checklist (www.firesafety.vermont.gov)
<input type="checkbox"/> Smoke and carbon monoxide alarms are provided in accordance with the attached fire safety info sheet.
<input type="checkbox"/> GFI Outlets are provided in locations identified on the attached fire safety info sheet.
<input type="checkbox"/> Every sleeping room is provided with a secondary means of escape (see attached fire safety info sheet).
<input type="checkbox"/> Heating systems (fuel and wood) have been inspected by a certified fuel service technician (see info sheet).
<input type="checkbox"/> Landings, decks, porches and balconies higher than 30 inches from grade are provided with guards and rails.
<input type="checkbox"/> Stairs must be provided with graspable handrails (see attached fire safety info sheet).

Health Department General Checklist (www.healthvermont.gov)
<input type="checkbox"/> Appliances are operational and in good repair and hot and cold potable water have been supplied.
<input type="checkbox"/> Guest rooms have been serviced and cleaned before each new guest.
<input type="checkbox"/> Refuse containers are available and emptied at least once each week or more frequently, if necessary.
<input type="checkbox"/> Swimming pools, recreational water facilities, and hot tubs are kept sanitary and in good repair.
<input type="checkbox"/> Sewage system and toilets function and are in good repair.
<input type="checkbox"/> Toxic cleaning supplies are properly labeled, safely stored and used according to the manufacturer's directions.
<input type="checkbox"/> Guest rooms are free of any evidence of insects, rodents, and other pests.

Tax Department General Checklist (www.tax.vermont.gov)
<input type="checkbox"/> Meals and rooms taxes are filed and paid by a third party. I do not need a Vermont tax account.
<input type="checkbox"/> Meals and rooms taxes are NOT filed and paid by a third party. I have a Vermont tax account.
<input type="checkbox"/> The Vermont Meals and Rooms Tax license is displayed in each rental unit.
<input type="checkbox"/> My income from these activities is included on my income tax return.
<input type="checkbox"/> I file and pay Vermont Sales Tax for any tangible items I sell.

Signature of Short Term Rental Operator	Date
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