



TOWN OF STONINGTON, MAINE
Permitting and Inspections Department

SHORT TERM RENTAL UNIT REGISTRATION

Please use this application to register or annually renew each rental unit.

- A SEPARATE FORM IS REQUIRED FOR EACH PROPERTY WITH ITS OWN MAP AND LOT.
- A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual.
- Stonington ordinances require an owner, manager, and any other person/entity responsible for the property to register all rental units. Registration is due annually by January 1.
- A registration application is not complete until payment and all accompanying paperwork are ATTACHED and received. PLEASE COMPLETE ALL FIELDS.

Year Round Rentals (LRR)	First Unit	\$	5.00
Annual Registration Fees	Second Unit	\$	5.00
	Third Unit	\$	5.00

Short Term Rentals (STR)
A short-term rental is less than 30 days.

Annual Registration Fees:

Owner Occupied or Stonington resident-owned Units STR	First Unit	\$	50.00
	Second Unit	\$	100.00
	Third Unit	\$	150.00

Non-Owner Occupied STR Units	First Unit	\$	250.00
	Second Unit	\$	500.00
	Third Unit	\$	1,000.00
	Any Additional	\$	2,000.00

For more information go to
<https://www.stoningtonmaine.org/documents-resources/ordinances.php>

Version 12/12/2023



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NEW SHORT TERM RENTAL REGISTRATION RENEWAL/PERMIT #

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name	Map & Lot Number

Type of Property* (i.e. Room in Private Home, Seasonal, Accessory Dwelling Unit)
Total Number of Units on Property:

Total # of Parking Spots on property:

*If located in a condominium or homeowners association, you attest that the use of the unit as a short term rental is allowed. Yes No

SECTION 2: OWNER INFORMATION (COMPLETE AT LEAST ONE LISTED BELOW)		
A. Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
B. Corporate Ownership:		
**A completed Supplemental Corporation Sheet must be ATTACHED and submitted with the application.		
Ownership form (please select from): Partnership Corporation LLC Other (please explain)		
Corporate Name		Primary Telephone Numbers
Mailing Address		Email Address



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SECTION 3: AUTHORIZED AGENT (if different from owner) If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.		
Registered Agent First Name	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: EMERGENCY CONTACT/PROPERTY MANAGER (if different from owner)	
EMERGENCY CONTACT/ Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 6: RENTAL UNIT(S) REGISTRATION FOR THIS MAP AND LOT # ONLY

Please describe EACH rental unit(s) by indicating the following:

- If renting a room(s), please describe as Guest bedroom A, Master bedroom, Basement bedroom, etc.
- Report the number of nights rented the PREVIOUS YEAR between 1/1 through 12/31 for both SHORT TERMS and YEAR ROUND RENTALS in separate columns as indicated.
- **Note:** Owner Occupied is defined as a unit on property on which the owner is present during the rental or any unit owned and rented by a Stonington resident.
- **Note:** Maine State Plumbing Code limits property occupancy based on # of BR. # of Baths is required to track natural resource and/or Stonington Water Company usage.

Unit Description	Short Term Rental: # of Nights	Year Round Rental: # of Nights	# of BR	# of Baths	does this unit have a kitchen? Y/N	Owner Occupied	Non Owner Occupied



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Did you complete?

Have you submitted a separate application for each property map and lot #?
A single property map and lot # may have multiple rental units as described in Section 6

Are ALL FIELDS in the STR Registration Application complete?

Have you completed full contact info for Emergency Contact/Property Manager?

Have you fully completed Section 6, Rental Units Description, for each rental unit on the property?

Is the ownership of this unit Individual or Corporate? Corporate Ownership Requires Attached Disclosure Form

Do you occupy the property when it is being rented, or are you a Stonington resident?

If you are a resident, please provide the attached, notarized Primary Residence Affidavit which will require evidence that this is your primary residence (voter or vehicle registration)

Have you provided evidence of property insurance?

Have you signed this Certification of Application?

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- mail a check - Make checks payable to "Town of Stonington", note the address on the check and include with application.

Please return completed application, documents and fees to:

Town Office
32 Main Street, P.O. Box 9
Stonington ME 04681

To the best of my knowledge, I certify that the information being registered is true and correct.

Signature		Telephone Number
Relationship to Property	Date	Email Address



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CORPORATE DISCLOSURE

The answers to questions 1-4 must match the information on file with the Maine Secretary of State's office. Your certification must be in good standing. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety. Thank you.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the names, addresses, and titles of the officers and directors and list the percentage of ownership (attach additional sheets as needed):

NAME	CURRENT ADDRESS	TITLE	OWNERSHIP %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Signature: _____ **Date:** _____
Signature of Owner or Corporate Officer

Print Name of Owner or Corporate Officer



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PRIMARY RESIDENCE AFFIDAVIT

I, _____, represent under oath that the following statements are true and correct to my personal knowledge:

- 1. I reside at _____, Stonington, Maine, Map and Lot # _____ (the "Residence").
2. The Residence is currently my legal residence for government purposes, including income and property taxes and exemptions, voting, vehicle taxes and registration, licensing, benefits, and others, as applicable.
3. I reside at the Residence for more than one-half of the calendar year.
4. The Residence will remain my legal residence for more than one-half of the calendar year.
5. I have provided one of the following documents:
a. Valid Driver's License or State issued Identification _____
b. Valid motor vehicle registration _____
c. Proof of homestead exemption: _____
d. Other (please list): _____

Date:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Date: _____

Notary Public/Attorney at Law

Staff Use Only:

Table with 2 columns: Type of Verification Document, Staff Initials.