

Agenda Summary
February 12, 2025

Agenda Item B-4
Short-Term Rental Registration Form

Summary: Enclosed are screenshots of the final draft of the Short-Term Rental Registration Form. The form is an online portal that will be linked on the Town website. It includes the information required by the ordinance, which is:

- a) physical (E-911) address(es) of all Short-Term Rental property offered for lease/rental;
- b) contact information for the property Owner, including: the Owner's full name, mailing and/or physical address, telephone number and email address;
- c) contact information for the Designated Responsible Person and other agent(s) of the Owner, including: Designated Responsible Person's/agent's full name, mailing and/or physical address, telephone number and email address;
- d) whether the Short-Term Rental is the Owner's primary residence or, if the Owner is not a natural person, whether the Short-Term Rental is the primary residence of a member, director or authorized representative of the Owner;
- e) the number of bedrooms in the Dwelling Unit being leased/rented as STRs.

Town Plan & Policy Impact: The Stowe Short-Term Rental Registration Ordinance states, “Prior to renting an STR property, the Owner of the property proposed for Short-Term Rental, or their authorized agent, shall complete and submit to the Town a Short-Term Rental Registration form and pay any required fee(s) for each Dwelling Unit they may separately rent as an STR.” and “The Short-Term Rental Registration form shall be developed by the Town Manager and, subject to the requirements of this Ordinance, may be administratively modified or amended from time to time by the Selectboard at the Board's sole discretion.”

Fiscal and HR Impact: The Selectboard previously set the annual fee at \$100 per unit.

Staff anticipate significant time will be spent assisting registrants navigate the form, and will be tracking time spent on administering this program as directed by the Selectboard on October 23.

Recommendation: Move to approve the Short-Term Rental Registry Form.

Landing Page

This is what registrants will see when click the link on the Town website. The form does not use passwords – it uses unique login codes. Registrants will enter their email and will be sent a code to log in.



Town of Stowe, VT STR Registration Portal

Welcome to the Town of Stowe, VT STR Registration Portal!

All Short-Term Rental within Town of Stowe, VT are required to hold a valid STR Registration.

This portal allows Registration Holders to manage their registrations.

To apply for a STR Registration, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage registrations for multiple properties.

Create Account

Account Login

To get started, please enter the email address associated with your STR Registrations below.

Email Address

Login

Customer Portal

This is what registrants will see after logging in. Below is an example of a user with multiple STR registrations.

Town of Stowe, VT STR Registration Portal Brayden Reese ▾

Actions Required

No outstanding actions.

Active STR Registrations (4)

<p>● 4780 Mountain Rd Stowe Vt 05672 R-000004</p>	<p>Expiration: 2025-12-31</p>	<p>View</p>
<p>● 470 Sinclair Dr Stowe Vt 05672 R-000003</p>	<p>Expiration: 2025-12-31</p>	<p>View</p>
<p>● 450 N Hill Rd Stowe Vt 05672 (Unit 2) R-000002</p>	<p>Expiration: 2024-12-31</p>	<p>View</p>
<p>480 Moulton Ln Stowe Vt 05672 A-000005</p>	<p>Submitted</p>	<p>View</p>

[Apply for new Registration](#)

[See all Registrations](#)

Application Requirements

Page 1 of submitting a new registration.

Requirements

1. Town of Stowe Short-Term Rental requirements

- Short-term rentals must be registered with the Town of Stowe.
- The designated responsible person for a Short-Term Rental must of notification by a Stowe Firefighter or Police Officer regarding any issue or problem involving a Short-Term Rental when the property is being rented or leased as an STR.
- Short-term rental owners must ensure that the Stowe Fire Department has year-round, 24-hour access to the STR through a Fire Department-approved lock box or other reasonable means of providing immediate access authorized by the Fire Department. [Click here to order a Fire Department-approved lock box.](#)

Click [here](#) for more information.

[CONTINUE](#)

[BACK](#)

- ➔ Application Requirements
- ✕ Property
- ✕ Registrant
- ✕ Property Contacts
- ✕ Property Details
- ✕ Listings
- ✕ Confirmation

Property

Registrants have two options to enter their property to match vs the identified list of STRs in Rentalscape. (1) Enter Parcel ID number with a linked document to instructions to find their Parcel ID number or (2) enter their address.

Property

We need to know the Parcel ID Number of the property you wish to make available for STR. You can type in your Parcel ID Number directly below if you already know it, or you can find the Parcel ID Number by typing in the property address.

- I know my Parcel ID Number
- I want to type in the property address

Address of the rental property

4859 Mountain Rd Stowe Vt 05672

Selected property

4859 Mountain Rd Stowe Vt 05672
Parcel ID Number: 19526014

Unit Number (optional)

CONTINUE

BACK

- Application Requirements
- Property**
- Registrant
- Property Contacts
- Property Details
- Listings
- Confirmation

Registrant

Details for the individual entering the data/creating an account. If they select “Yes, I’m the owner” – they will move on to the next page. If they select “No, I’m a property manager” they will be prompted to enter owner details.

Note that in the case of multiple property registrations this information will be auto-filled and the only thing that will need be entered is the address/Parcel ID and listing URLs (optional field, see page 6). Certain fields (email) are locked in after registering and users will need to contact the Town to update them.

Registrant

Are you the owner of the rental property?

Yes, I'm the owner

No, I'm a property manager

Owner Details

First Name Last Name

Company Name (optional)

Email Address

Phone Number

Mailing Address

Same as property address

[Add additional owner](#)

[CONTINUE](#) [BACK](#)

- Application Requirements
- Property
- Registrant**
- Property Contacts
- Property Details
- Listings
- Confirmation

Property Contacts

Identifying who the Designated responsible person is.

In this example, the registrant previously identified themselves as the property manager, so the form is reflective of that choice on this page. If they identified themselves as the owner on the previous page, this page would have slightly different choices to reflect that choice.

If they select “Myself, (the Property Manager)”, the contact details that were entered upon creating an account (previous page) will be used for the DRP.

If they select “The Owner,” the details entered in the previous page will be used for the DRP. This choice will be extremely rare as it would mean a property manager is completing the form but the owner is still the DRP. In the case of multiple owners, the first will be used.

If they choose “Someone else,” they will be prompted to enter additional contact information for the DRP. The same fields as above will show up. This will most often happen when the owner is completing the form but they are not the DRP.

*****The designated responsible person information can be edited by the user at any time after completing the registration*****

Property Contacts

Designated Responsible Person

All STR properties shall have a Designated Responsible Person, who may be the STR Owner, who is available and authorized to respond to emergency situations and other issues related to the STR when the property is being rented or leased as an STR. The designated Responsible Person shall respond within 45 minutes of notification by a Stowe Firefighter or Police Officer regarding any issue or problem involving a Short-Term Rental when the property is being rented or leased as an STR

Who is the designated responsible person for this property?

Myself (the Property Manager)

The Owner

Someone else

CONTINUE
BACK

- ✓ Application Requirements
- ✓ Property
- ✓ Registrant
- ➔ **Property Contacts**
- ✗ Property Details
- ✗ Listings
- ✗ Confirmation

Property Details

Property Details

All fields must be completed before proceeding.

Is this the primary residence of the Owner?

If the Owner is not a natural person, is this the primary residence of a member, director or authorized representative of the Owner?

Yes

No

How many bedrooms in the Dwelling Unit are being leased/rented for this Short-Term Rental?

CONTINUE

BACK

- Application Requirements
- Property
- Registrant
- Property Contacts
- Property Details**
- Listings
- Confirmation

Listings

Option for users to provide URLs for listings of their STR. Will be used by Deckard to double check that the system is not missing listings to avoid erroneous notifications of non-registration being sent. This is optional for users.

Listings

Please report each listing advertising your short-term rental.
This is optional.

[+ Add listing](#)

CONTINUE

BACK

- Application Requirements
- Property
- Registrant
- Property Contacts
- Property Details
- Listings**
- Confirmation

Confirmation

Confirmation page showing details entered in the form.

Note that while this confirmation page says the DRP is “same as property manager,” the back-end will not say that and will give a consistent list of DRPs.

Confirmation

Please confirm the following information and sign below.

Property Address
4859 Mountain Rd Stowe Vt 05672

Parcel ID Number
19526014

Registration Holder
Same as property manager

Owners

Owner #1

First Name
Kevin

Last Name
Jones

Company Name
PM LLC

Phone Number
7894231453

Email
Kevin@email.com

Mailing Address
4859 Mountain Rd Stowe Vt 05672

Property Details

Listing web addresses
No listings provided.

Property Manager

Property Manager

First Name
Brayden

Last Name
Reese

Company Name

Phone Number
9702751024

Email
brayden.reese@deckard.com

Mailing Address
2275 Elizabeth Way Montrose CO 81401

Designated Responsible Person
Same as property manager

✓ Application Requirements

✓ Property

✓ Registrant

✓ Property Contacts

✓ Property Details

✓ Listings

➔ Confirmation

Signature and Certification

The payment link is the Town NIC page (e.g. where property taxes are paid online). In the future this is planned to be a payment link on the registration site to avoid users having to leave the page and so payment is automatically linked to registration. Staff will do it manually until that is added.

Supplemental Questions

Certifications

I certify that I am an authorized representative or owner of this Short-Term Rental, and that no information provided in this form is intentionally false or materially misleading. I acknowledge that my signature is legally binding.

I certify that I will make the payment for my Short Term Rental application. To complete the payment, please visit the following [link](#).

Electronic Signature

Legal Name of Authorized Signatory	Date
<input type="text" value="Kevin Jones"/>	<input type="text" value="02/06/2025"/>

Confirmation

Thank you!

Your STR Registration Application has been submitted successfully! Your confirmation number is: 000000102155. We have emailed you details of the application. Your application will be reviewed and processed by the STR Program Administrator. We will contact you via email on the status of your application.



Stowe payonline

Transaction Summary

Short Term Rental Registration	\$100.00
Total ? \$103.00	

Select Transaction Item(s)

Transaction Item	Unit Price	Quantity	Amount	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Short Term Rental Registration</div> <div style="margin-left: 5px;">✓</div> </div> <p>Description</p> <p>Please enter the application number provided in your confirmation email (A-XXXXX).</p> <p>If paying for multiple STRs at once, please email list of properties to STR@stowevt.gov.</p> <div style="margin-top: 10px;"> <div style="margin-bottom: 5px;">* Name of Property Owner <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Address of STR <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">A- <input style="width: 50%;" type="text"/></div> <div style="margin-bottom: 5px;">Parcel ID <input style="width: 50%;" type="text"/></div> </div>	\$ 100.00 ✓	1 ✓	\$ 100.00	✕
<div style="display: inline-block; border: 1px solid #007bff; padding: 2px 5px; margin-right: 10px;">Add Another Item</div> TOTAL ▶			\$ 100.00 ✓	

Next ▶

Note – the credit card fee is 3%, the ACH fee is \$1.50 (flat). Staff will also accept physical checks (no fee).