

PLEASE PROVIDE THE FOLLOWING DOCUMENTAION WITH YOUR APPLICATION:

_____ **Ulster County Commissioner of Finance Certificate of Authority**

_____ **Host Emergency Contact Info** (must be with a 30-mile radius)

_____ **Proof of Residency** (copies of two of any of the following documents; valid NYS driver license or ID card, prior year US or NYS Income Tax form, current pay stub, valid Ulster County Residency Certificate, voter registration card, and bank statement,

Please be sure to redact all personal private information.

_____ **Proof of Grandfather Status** if applicable

_____ **Copy of House Rules** (including emergency exit plan with 911 info, host emergency contact info, location of fire extinguishers, map of property lines with trespassing warnings, procedure for garbage disposal, wastewater instructions, safety instructions for fireplaces, woodstoves, firepits, etc, and restrictions on excessive noise or bonfires)

_____ **Layout Map** (including all dwelling bedrooms, bathrooms, and sleeping areas with maximum occupancy stated. Please include property boundary lines identifying roads, parking, outdoor areas, and dwellings)

_____ **Proof of Water Test** (completed within 60 days)