

**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:**

1. copy of a submitted Federal Tax Form W1040 (most recent one)

2. copy any of the following documents; valid NYS driver license or ID card, current pay stub, valid Ulster County Residency Certificate, voter registration card, and bank statement with a mailing address on it, child registration card to school)

Please be sure to redact all personal private information.

\_\_\_\_\_ **Proof of Grandfathered 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, the result needs to come from a reliable source such as a laboratory, we do not accept home kits)