

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:

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

(Can be obtained through Ulster County's Finance Department, Phone #: 845-340-3460)

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

_____ **Proof of Residency/Domicile:**

1. Copy of a submitted Federal Tax Form W1040 (most recent one please, late filing will not be accepted)
2. Copy of any of the following documents;
 - a. Copy of a Mortgage Interest Statement (Form 1098): If you have a mortgage, a copy of your Mortgage Interest Statement (Form 1098) can serve as proof of residence.
 - b. Copy of a ledger: Applicants with more than one residence must provide adequate records showing that they were present in the Town of Olive for more than 184 days in the past year. This can include, but is not limited to, a ledger and/or transcript of expenditures, receipts, and/or credit card transactions, which indicate date and location.
 - c. Proof of child's current enrollment with a local area school

Please be sure to redact all personal private information.

_____ **Statement of Annual Bookings** (Including dates of stays for the previous year, from any and all booking platforms used. Failure to do so will result in denial of your application.)

_____ **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** (Bacteriological water test examination must be satisfactory, and completed within 30 days prior or 30 days after the date of the application. The result must come from a reliable source such as a laboratory. We do not accept home kits!)

_____ **Notary** (Please notarize your application, STR application's page 3 need your notarized signature and date)