

**TOWNSHIP OF ANDOVER  
SHORT-TERM RENTAL APPLICATION FORM**

**(Please note that a separate application must be filed for each individual dwelling unit)**

- ← First-time application
- ← Renewal application

Applicants for a short-term rental permit shall, **on an annual basis**, complete & submit this application for a short-term rental permit to the Township of Andover Clerk ('Clerk'), who shall review, and issue said permits with the assistance of such other departments or individuals as s/he deems appropriate or necessary. The application shall be accompanied by the refundable application fee of \$20, as set forth below. **Such application shall include:**

**1.** The below information for the owner(s) of record of the dwelling unit ('Dwelling Unit Owner') for which a permit is sought. If such owner(s) is/are not a natural person(s), the application must include and identify the names of all partners, officers and/or directors of any such entity, and the personal contact information, including addresses and telephone numbers for each of them (this section can be completed by attaching a separate sheet, as necessary).

**Dwelling Unit Owner's name:** \_\_\_\_\_

**Dwelling Unit Owner's primary address:** \_\_\_\_\_

**Dwelling Unit Owner's telephone number:** \_\_\_\_\_

**Dwelling Unit Owner's email address:** \_\_\_\_\_

**2.** The address of the dwelling unit to be used as a short-term rental: \_\_\_\_\_

**3.** The total number of dwelling units located within the structure/property containing the above dwelling unit: \_\_\_

**4.** The number of bedrooms in the above dwelling unit: \_\_\_

**5.** A copy of the driver's license or state identification card of the Dwelling Unit Owner. [PLEASE ATTACH]

**6.** The below contact information of the primary contact person for rentals of the dwelling unit (the 'Property Agent'), which contact information shall constitute the Property Agent's 7-day-per-week, 24-hour-per-day contact information. The Property Agent shall be accessible at all times during which the dwelling unit is occupied as a short-term rental unit and, in connection with the short-term rental of the dwelling unit, shall be a responsible party, second only to the Dwelling Unit Owner in terms of responsibility. \*NOTE that the Property Agent **can** be the same person as the Dwelling Unit Owner.

**Property Agent's name:** \_\_\_\_\_

**Property Agent's address:** \_\_\_\_\_

**Property Agent's telephone number:** \_\_\_\_\_

**Property Agent's email address:** \_\_\_\_\_

**7.** The below, sworn acknowledgement of the Dwelling Unit Owner.

I, \_\_\_\_\_, have received a copy of Andover Township Ordinance #2024-04, have reviewed it, understand its requirements, and certify as to the accuracy of all information provided in this permit application.

\_\_\_\_\_  
Dwelling Unit Owner signature

8. The number and location of all parking spaces available to the premises, which shall include the number of legal off-street parking spaces and on-street parking spaces directly adjacent to the premises. The Dwelling Unit Owner certifies that every effort will be made to avoid and/or mitigate issues with on-street parking in the neighborhood in which the short-term rental is located, resulting from excessive vehicles generated by the short-term rental of the property, in order to avoid a shortage of parking for residents in the surrounding neighborhood.

Location of Parking Space #1: \_\_\_\_\_

Location of Parking Space #2: \_\_\_\_\_

Location of Parking Space #3: \_\_\_\_\_

Location of Parking Space #4: \_\_\_\_\_

9. The specific short-term rental platform on which the above-mentioned dwelling unit will be listed for short-term rental (e.g. Airbnb, VRBO, etc.): \_\_\_\_\_

10. The sworn agreement below of the Dwelling Unit Owner.

I, \_\_\_\_\_, pledge to use my best efforts to ensure that the use of the above-mentioned dwelling unit as a short-term rental unit will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties. I understand the penalties to which I am subject for violations of Andover Township Ordinance #2024-04.

\_\_\_\_\_  
Dwelling Unit Owner signature

11. Any other information requested of the Dwelling Unit Owner by the Andover Township Clerk in connection with this application. The Clerk shall have the authority to obtain any additional information from the Dwelling Unit Owner that the Clerk deems necessary in order to effectuate the purpose of Andover Township Ordinance #2024-04.

I \_\_\_\_\_, certify that the answers I have provided above are true. I am aware that if any of the foregoing answers are willfully false, I am subject to punishment.

\_\_\_\_\_  
Dwelling Unit Owner signature

\_\_\_\_\_  
Date

12. Annual fee of \$20.00 payable by cash or check. Checks can be made payable to 'Andover Township'.

Please select one of the options below:

Cash Enclosed

Check Enclosed

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*\*PLEASE NOTE THAT, SHOULD THE TOWNSHIP ADMINISTRATION BE UNABLE TO MAKE THE ABOVE DETERMINATION WITHIN 30 DAYS FROM THE TIME OF THIS APPLICATION'S SUBMISSION, THE APPLICANT WILL BE NOTIFIED THAT THE TOWNSHIP ADMINISTRATION REQUIRES AN EXTENSION OF TIME TO COMPLETE ITS REVIEW.*

\_\_\_\_\_  
Township Official Signature

\_\_\_\_\_  
Date