



## City of Marine on St. Croix

### Short Term Rental Application Checklist

- Application form (four pages, signed)
- Statement of Responsibility (two pages, signed)
- The license fee must be submitted with the application.

### Upon Approval

- Neighbors to the side, rear, and across the street must be given contact information for the property owner and any designated management representative. This must be kept current throughout the property's use for short-term rental.
- Guests must be given instructions and a welcome letter with the information included in the City's templates.
- The licensee must maintain true and correct rental records, including the number of guests and the rental dates, for annual reporting to the City.