



CITY OF CHANHASSEN

Annual Short-Term Rental License Application Form - \$200.00

SECTION ONE: APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

SECTION TWO: PROPERTY INFORMATION

Short-Term Rental Property Address: _____

Number of Bedrooms for Rent: _____ Maximum Occupancy*: _____

Number of Garage Stalls for Rent: _____ Maximum Overnight Parking**: _____

Websites where Property is Listed for Rent: _____

*Calculated as two (2) adults per bedroom, plus two (2) additional adults. If a higher maximum occupancy is desired, a written request detailing why a higher occupancy limit should be granted should be submitted along with this application form.

**Calculated as two (2) vehicles plus one (1) vehicle for each available garage stall. If a higher overnight parking limit is desired, a written request detailing why a higher overnight parking limit should be granted along with this application form.

SECTION THREE: PROPERTY MANAGER INFORMATION

Name of Property Manager: _____

24/7 Phone Number for Property Manager*: _____

*Must be capable of receiving text messages

SECTION FOUR: NOTICE

I have familiarized myself with Section 20-961 of the Chanhassen City Code which governs short-term rentals and Chapter 13 Nuisances, and will ensure that my property and its guests abide by the provisions contained therein.

I hereby consent to the inspection of the exterior portions of my property by city staff when responding to a reported violation of the standards of the short term rental or nuisance ordinance in order to ascertain if a violation has occurred.

No license will be issued to any property that has outstanding code enforcement or property maintenance cases or a short-term rental license revoked by the city within the last seven years.

Additionally, if the owner of a short-term rental fails to apply for a license within thirty days of being notified of the need for a license by the city, they shall be ineligible for a short-term license for a period of one year from the date of the notice.

I hereby certify that all facts set forth in this application are true and correct to the best of my knowledge, and that I am the owner or am the authorized representative of the owner of the property in question.

>> Signature: _____ Date: _____

Complete and submit this from and any supplemental documents online on the city's BS&A portal.

A guide is available to help you with the submission process.

Payment will be requested after permit review and approval.