



## TOWN OF TRAPPE

### Short-Term Rental License Application

The Town of Trappe permits short-term rentals within its R-1, R-2, and R-3 zoning districts subject to registration, licensing, and other requirements set forth in Section 12.4 of the Trappe Town Code (Ordinance 5-2023). A short-term rental is defined as any rental tenancy permitting occupancy of a residential dwelling unit by persons unrelated by blood or marriage to the owner of the property (or tenant of the property) for less than 30 consecutive days. Short-term rental licenses are non-transferable. If a property is transferred or if an annual license is not renewed, a new application is required.

Short-term rentals shall be registered yearly and inspected biennially. Inspections will be conducted with criteria based on the Town's Property Maintenance Code.

The following fees are due at the time of application:

- \$250.00 application/license fee *OR* \$100.00 renewal fee
- \$62.50 inspection fee (initial applications and those due for inspection)

### APPLICANT INFORMATION

**Full Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**DL Number:** \_\_\_\_\_ **Property Owner:** Y / N

**Address:** \_\_\_\_\_

\_\_\_\_\_

**If Applicant does not reside within the Town of Trappe, please provide approximate distance and travel time to the short-term rental unit:** \_\_\_\_\_

**Mailing Address if different from above:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**AGENT INFORMATION**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**If Agent does not reside within the Town of Trappe, please provide approximate distance and travel time to the short-term rental unit:** \_\_\_\_\_

**Mailing Address if different from above:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PROPERTY INFORMATION**

**Address:** \_\_\_\_\_

\_\_\_\_\_

# Bedrooms: \_\_\_\_\_

# Bathrooms: \_\_\_\_\_

Square Footage: \_\_\_\_\_

**Is your property listed on any short-term rental websites (AirBnB,**

**VRBO, etc.)? Y / N If yes, please list** \_\_\_\_\_

**Max Number of Occupants:** \_\_\_\_\_ (Max occupancy shall be lesser of 12 persons or two persons per bedroom, excluding infants under 18 months of age)

**Will vehicle(s) be available for tenant use? Y / N If yes, please provide details for each vehicle (year, make, model, color, license plate number)**

\_\_\_\_\_

\_\_\_\_\_

(No more than two vehicles associated with a short-term rental may be parked overnight upon a public roadway)

## **AGREEMENT**

**Issuance of a short-term rental license is subject to the following terms, conditions, and restrictions:**

1. Short-term rental licenses may be issued only to all holders of record title, or a tenant pursuant to a written lease. A copy of any such lease shall accompany the application. The record owners of the property must file a written consent to the use of the property for short-term rental purposes. The property owner or tenant shall provide proof of appropriate liability insurance coverage for rental use in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence as a requirement of the license.
2. The property owners or tenant proposing to make short term rental use of their property shall complete an application form provided by the Town of Trappe, together with all information required on said form; and shall pay an application/license fee of \$250.00 or a renewal fee of \$100.00. Applicant shall provide the following information to the Town of Trappe:
  - a. Certification that they can and will satisfactorily monitor the use of the short-term rental property by having either a principal residence in the Town of Trappe or by having made arrangements with an agent with either a principal residence in the Town of Trappe or whose home is within 30 minutes of the short-term rental unit. The name, address, and 24-hour phone contact information of the property owner and resident agent shall be provided with the application.
  - b. Subsequent license renewals will require proof that all prior Talbot County accommodation taxes for the subject property have been paid and may require submission of the appropriate year's Federal 1040 form, Schedule E, Schedule C or other appropriate forms and schedules.
3. Maximum occupancy shall be the lesser of 12 persons or two person per bedroom excluding infants under 18 months of age. The maximum number of occupants shall be stated on the short-term rental registration, on the license, and in any short-term rental agreement.
4. Subleasing of short-term rentals by the short-term rental occupant shall be prohibited.
5. During any short-term rental, no dwelling, grounds, or associated appurtenances shall be used for any reception, banquet, corporate retreat, fundraiser, or similar activity which shall exceed the maximum occupancy of the dwelling unit.
6. No more than two vehicles associated with a short-term rental may be parked overnight upon a public street. Parking overnight for more than two vehicles associated with any particular short-term rental shall be off-street only.
7. All short-term rental properties shall comply with the Town's Property Maintenance Code, as amended, with respect to those sections addressing Emergency Escape and Rescue Openings, Exits, and Smoke Alarms, and shall be equipped with fire extinguishers.
8. All record title holders of any property for which a short-term rental license is requested must jointly submit and execute the registration and license forms.
9. No activity during any short-term rental occupancy shall be permitted, which constitutes a public or private nuisance.
10. A copy of the provisions of [Section 12.4] shall be affixed to any short-term rental agreement to assure that the short-term occupants are aware of the conditions of their occupancy.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Town Office may decline to issue, or may suspend or revoke, a short-term rental license based on the following:

1. Any false, inaccurate, incomplete or incorrect statement in any registration or application or renewal.
2. Any serious or repeated infraction, disturbance, nuisance, failure to monitor, or other problem or violation occurring during a short-term rental.
3. Violation of any law or ordinance of the Town of Trappe with respect to the short-term rental, or any term, condition, or restriction of the short-term rental license.
4. Failure to pay the Talbot County Accommodations Tax.

The Town Office may deny a short-term rental license, or limit the number of short-term rental licenses granted, in any particular neighborhood, if, in the opinion of the Town Office, there is insufficient parking to reasonably accommodate the vehicle of existing residents, together with the number of vehicles associated with the proposed short-term rental.

Any violation of Section 12.4 shall be considered a municipal infraction and any person violating any provision of Section 12.4 shall be assessed a fine of \$100 for the first infraction, and up to \$200 for each subsequent infraction. Each separate violation shall constitute a separate offense.

**TOWN OFFICE USE**

**Application Received:** \_\_\_\_\_ **Payment Received:** \_\_\_\_\_

**Initial Application / Renewal**      **Inspection Date:** \_\_\_\_\_

**License Number:** \_\_\_\_\_      **Approved / Denied**

**OWNER CERTIFICATION**

I, (Owner's Name) \_\_\_\_\_, the title holder of  
(Property Address) \_\_\_\_\_, hereby certify  
that hereby certify that the property will be operated in accordance with the rules and regulations listed in  
the Short-Term Rental Application Agreement. Additionally, I certify that myself and/or the listed  
property agent reside in the Town of Trappe or within a 30-minute travel time to the short-term rental  
property. I understand and acknowledge that I am responsible for ensuring that the maximum occupancy  
is not exceeded and that the occupants do not violate local noise and nuisance regulations. I understand  
that failure to comply with any of the regulations listed in Section 12.4 of the Trappe Town Code may  
result in fines and penalties.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OWNER CONSENT**

**For short-term rentals operated by Tenant**

I, (Owner's Name) \_\_\_\_\_, the title holder of  
(Property Address) \_\_\_\_\_, hereby give  
permission for (Tenant's Name) \_\_\_\_\_ to operate  
the property as a short-term rental in accordance with the regulations set forth in Section 12.4 of the  
Trappe Town Code. I understand and acknowledge that I am ultimately responsible for ensure that the  
property remains in good standing and that I will be held responsible should the property be in violation  
of the Town Code.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPLICATION CHECKLIST**

Applicants should use this checklist to ensure that they submit the most complete application possible.

Completion of this checklist does not guarantee application approval, and additional information may be requested by the Town Office.

- Short-Term Rental Application
  
- Payment of application and inspection fees (as applicable; cash, check, credit/debit card)
  
- Talbot County Accommodations Tax receipt
  
- Proof of liability insurance
  
- Copy of lease (if Tenant is operating short-term rental)