

SHORT TERM RENTAL PROPERTY REGISTRATION | CITY OF CRESTVIEW HILLS, KY

50 Town Center Boulevard | Crestview Hills, KY 41017

Phone: 859-341-7373 | Fax: 859-341-6993



Fee: \$15 per rental unit due at time of registration.

\$7.50 prorate after July 1st for new registrations

Make Checks Payable to: CITY OF CRESTVIEW HILLS | Mail to: 50 Town Center Blvd, Crestview Hills, KY 41017

Rental Property Address: _____
Number Street Name City State Zip

Number of Rental Dwellings Units: _____ **Date of Purchase:** _____

Number of Bedrooms in each Unit: _____ **Number of Parking Spaces:** _____

Please list any and all hosting platforms on which you plan to list your unit, including personal webpages:

Property Owner(s) Name: _____

Address: _____
Number Street Name City State Zip

Phone Number(s): _____
Cell Work Fax

****A phone number must be listed in which you can be contacted after hours and/or on weekends**

Email Address: _____

Responsible Party Name: _____

Mailing Address: _____
Number Street Name City State Zip

Phone Number(s): _____
Cell Work Fax

****A phone number must be listed in which you can be contacted after hours and/or on weekends**

Email Address: _____

After initially registering a Short Term Rental Property, the owner of each registered Short Term Rental Property shall re-register the Short Term Rental Property **annually no later than February 1st** of each year. The owner of a registered property that is no longer offered for rent shall request in writing that the property be removed from the City's short term rental property registry.

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*Any unpaid registration fee shall be added to the City property tax bill for the Rental Property. Any owner who fails to pay a fee added to the Rental Property's City tax bill by the due date for City property taxes shall be assessed a late fee **fifteen dollars (\$15.00) for each month within the calendar year** that the registration fee remains unpaid. Any unpaid registration fees and/or late fees shall be added to the City property tax bills in subsequent years. The City reserves the right to place a lien on the property to ensure collection of the rental registration fee.*

Proof of current insurance covering fire, hazards and general liability shall be presented annually with the annual registrations. Liability insurance shall have limits of not less than \$1,000,000. This insurance coverage shall be continuous during periods of short term rental.

*A new owner of a Short Term Rental Property shall register the Short Term Rental Property within **thirty (30) days** of acquiring title or other legal right of possession. Registration under this chapter is nontransferable.*

The City reserves the right to audit the short term rental property to verify compliance with these regulations at any time.

By signing below, I certify that I reviewed and will comply with all requirements of the City of Crestview Hills Code of Ordinances 2019-06-01 Short Term Rentals Ordinance.

Signature

Date