

Date: _____
Tracking Number: _____

NON-COMMERCIAL SHORT TERM RENTAL (NSTR) APPLICATION

Property Address: _____ Suite/Apt: _____

Type of Building: Single Family Home Two-Family (Double) Three-Family Four-Family More than Four Families
Mixed Use (Residential and Business Uses in Same Building)

Total Number of Bedrooms in Home: _____ *including other units, if more than one unit in building* Total Bedrooms to be Rented: _____ *one bedrooms must be reserved for Operator*

Maximum Number of Guests: _____ *no more than two per rented bedroom* Partial Unit: Whole Unit:

APPLICANT INFORMATION

NSTRs may only be issued to owners who are natural persons and over the age of 18. If there is more than one owner of this property, please use the Owner Agreement form to indicate the additional owners and obtain their consent for the use of the property as a Non-Commercial Short Term Rental.

Name: _____ Age: _____

Mailing Address: _____

Mailing City: _____ Mailing State: _____ Mailing Zip: _____

Email: _____ Phone: _____

OPERATOR INFORMATION

Operators must live on site. If the operator is not an owner-occupant, you must provide a copy of the operator's lease, driver's license or other state-issued identification, and two other forms of documentation of residency, such as utility bills.

Operator will perform daily visual inspections of the property.

Operators must also have an Operator Permit.

Operator Identity: Owner: Tenant:

Name (Legal): _____ Age: _____

Preferred Name (if different from legal name): _____

Tax Address: _____

Email: _____ Phone: _____

Secondary Phone: _____

Operator Permit Number (if issued) or Operator Permit Application Reference Code: _____

Operator Permit Expiration Date (if issued): _____

ADVERTISING PLATFORMS

Please list the platforms you plan to use, and include your listing urls (web addresses) if you have posted listings:

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REQUIRED PLANS

Noise Abatement Plan: Describe in detail your plans to contain noise to the short term rental (STR) unit and to prevent disturbance to neighbors.

Sanitation Plan: Describe in detail your plans to ensure that the property is kept in a sanitary fashion and that all garbage and recyclables are collected in accordance with the New Orleans City Code.

Initial below to verify that you will perform the obligations stated. Safety & Permits relies upon this verification for approval of the license and a material misstatement in an application may be cause to rescind a permit.

_____ Operator will perform daily visual inspections of the property.

_____ Operator will ensure regular litter and trash collection.

ATTESTATIONS

Initial below to verify that you will perform the obligations stated. Safety & Permits relies upon this verification for approval of the license and a material misstatement in an application may be cause to rescind a permit.

_____ The dwelling unit has no outstanding property taxes, City liens associated with the lot of record, nor does the owner owe any other outstanding taxes, fines, fees, or penalties levied by the City. Further, the property does not have any unabated conditions which violate the City Code.

_____ The dwelling unit complies, and will comply during any short term rental of the dwelling unit, with all standards contained in the City's Minimum Property Maintenance Code and all health safety requirements contained in the Building Code.

_____ The dwelling unit has working smoke detectors inside and outside every bedroom, carbon monoxide detectors outside every bedroom, and has a properly maintained and charged fire extinguisher on all habitable floors.

_____ The dwelling unit is not subject to any contractual restrictions precluding the dwelling unit from being used for short term rentals, including but not limited to: homeowner association agreements, condominium bylaws, restrictive covenants, or building restrictions.

_____ The Owner has read, understands, and agrees to comply with all legal duties imposed by New Orleans City Code Chapter 26 and the Comprehensive Zoning Ordinance.

_____ The Owner possesses insurance that meets the requirements of City Code Sec 26-618(A)(1).

_____ The Owner will not discriminate in the rental guest-use or rental of a short term rental, and will comply with all applicable anti-discrimination laws, including but not limit to: Title VIII of the Civil Rights Act of 1968 (the Fair Housing Act), and the Americans with Disabilities Act (ADA).

TRAINING

Both owners and operators are required to have attended either a virtual or in-person short term rental training session. Enter the date each attended training OR, if you were given a code word as proof of attendance, enter the code word:

Owner Training Date/Code _____ Operator Training Date/Code _____

REQUIRED DOCUMENTS AND FEES

- Floor Plan: show all entrance and exit doors, windows, kitchen, bathroom(s), guest bedroom(s), operator bedroom(s), and interior doors.
- Evacuation Plan: show all fire exits, escape routes, smoke detector locations, and carbon monoxide detector locations.
- Site Plan: show parking
- \$50 application fee (due when application is submitted)
- \$500 permit fee (due after application is approved)

Applicant Signature

Application Date: _____