

NSTR Application Review Master Checklist

- Basic Application Review
 - All required fields have some text
 - Something is uploaded for each required document
 - **Application fee has been paid**
- Lottery Eligibility
 - There are no B&Bs on the square
 - There are no NSTRs on the square already

If the property is not lottery eligible, it becomes a “Priority 2” review and review is paused until Priority 1 reviews are complete
- Zoning Check
 - The property is located in one of these zones: R-RE, M-MU, HMR-1, HMR-2, HMR-3, VCE, HMC-1, HMC-2, HM-MU, HU-RS, HU-RD1, HU-RD2, HU-RM1, HU-RM2, HU-B1A, HU-B1, HU-MU, S-RS, S-RD, S-RM1, S-RM2, S-LRS1, S-LB1, S-LB2, S-LC, S-MU, MU-1, MU-2, EC, CBD-1, CBD-2, CBD-3, CBD-5, and CBD-6
 - The property being STRed is a single dwelling unit (i.e. it contains a kitchen, bathroom, and living space)
- Ownership Check
 - **The property is owned by a natural person, trust or LLC**
 - **If LLC, proof of good standing**
 - All owners are over 18 years old
 - **No owner owns any other STR permitted property in their name**
 - **All owners have submitted attestation document and picture ID**
- Operator Check
 - **Operator must be present at the time of scheduled bookings**
 - Operator license has been issued and number provided OR operator license has been applied for and reference number is provided
 - **If not owner, proof that the owner consents to them acting as operator**
 - Proof that Operator is over 18 years old
 - Operator has provided name
 - Operator has provided address
 - Operator has provided phone number
 - Operator has provided email address
 - **Operator has signed attestation to be present at time of scheduled bookings**
 - Operator has provided nuisance prevention plan
 - Operator has provided neighborhood complaint response plan
 - Operator has provided proof that they completed training course
 - **Photo that meets passport standards must be submitted to receive Operator Card**
 - No Disqualifying Factors
 - No unpaid fines
 - **Operator has provided list of units to manage**

- No unpaid fees
 - No unpaid taxes
 - No unabated violations
 - No open NEWC, RNVN, RNVS, electrical or mechanical permits without written ok from Building Div
 - **No open electrical, mechanical, or work w/out permit violations w/out written ok from Chief Bldg Off**
 - No IZ permits without ok from Kelly Butler
- Application Completeness
 - **Completed Attestation document for EACH owner**
 - **Picture ID for EACH owner**
 - Municipal address of dwelling unit to be STRed
 - Total dwelling units on lot of record
 - Name of operator
 - Address of operator
 - Phone number of operator
 - Email address of operator
 - Permit or reference number for OSTR
- Additional Documents Check
 - List of platforms used, including URLs
 - Floor plan that shows all:
 - Entrance and exit doors
 - Windows
 - Bedrooms
 - Guest bedrooms (no more than 3)
 - Owner/operator bedrooms (at least 1)
 - Bathrooms
 - Kitchens – guest access in single family
 - Interior doors
 - Evacuation plan that shows all:
 - Fire exits and escape routes
 - Smoke detector locations
 - Fire extinguisher locations
 - Carbon monoxide detector locations
 - Site plan showing parking
 - Noise abatement plan
 - Sanitation plan that provides all of the following:
 - Daily visual inspections on the property
 - Regular litter and trash collection
- Procurement of an adequate number of trash bins to secure all trash in a lidded container
- **Owner & Operator signed up for Gov Delivery email list**
- **Proof of completion of STR course**
- **Healthy Homes Application Filed**
- **Please note that NSTR applicants CANNOT submit more than one NSTR application & cannot own a CSTR License in their name.**