



Received:	
Munis #:	
Permit #:	

Town of Amherst Rental Property Registration & Permit Application

Type of Application:

First Time Application (Must Include Parking Plan) - **\$100**

Annual Renewal (Include Parking Plan if Changed) - **\$100**

Transfer of Ownership/Management – **No fee if presently permitted**

Temporary Short Term Rental – Owner occupied 1-2 unit dwellings, only during pending sale or interruptions in residency due to illness, catastrophe or professional/academic scheduling (see Rental Property Bylaw Section 7.b) - **\$50**

Property Address:	
Property Type: (ex. Single Family, Two Family, etc.)	
Total # of Rental Units at Property:	

Property Owner: (Must also name an individual if LLC, Corporation, Trust, etc.)	
Owner's Address:	
Owner's Phone Number:	
Owner's E-mail Address:	

*(Must declare an agent if owner's principal residence/business address is not within 20 miles of an Amherst town line)

Property Agent:	
Agent's Address:	
Agent's Phone Number:	
Agent's E-mail Address:	

Providing false information shall constitute a violation of the [Residential Rental Property Bylaw](#) and may be grounds for fines and other penalties. Incomplete applications will not be accepted.

See below:

- Completed application (on page 1)
- Self-Certification Checklist (on page 2) completed and signed
- Parking Plan Attached (if first time applicant or changes to plan on file)
- Informed tenants in writing of the Town of Amherst occupancy, parking, noise, nuisance bylaws and have provided them with a copy of the [Tenant Information Sheet](#)
- Included application fee, payable by check to the Town of Amherst

Self-Certification Checklist

This checklist is established in accordance with the Town of Amherst Residential Rental Bylaw and is intended for use by the property owner or a professional property manager.

Date of Certification:	
Certified By:	
Title:	
Is Property Owner Occupied:	Yes No
Property Address:	
If multiple units, please specify units certified:	
Special Conditions, if known: (ex. ZBA)	

By checking each of the sections below you are affirming that an inspection of the property has been conducted and that to the best of your knowledge is in compliance with all applicable regulations at the time of certification:

Zoning: The Town of Amherst Zoning bylaw can regulate many aspects of land, buildings and their use. Compliance with the [Zoning Bylaw](#) includes parking management in accordance with parking plans, proper maintenance of parking areas, absence of inoperable vehicles on the property and adherence to any conditions of land use permits.

For all applicable requirements visit www.amherstma.gov/476/Zoning-Bylaw

Exterior Conditions: This section pertains to the maintenance and management to the exterior of a building and land. Compliance includes provisions for snow and ice removal, proper maintenance of building and site lighting, maintaining secure and weather-tight building envelopes, appropriate trash and recycling management and adherence to the upholstered furniture policy. A comprehensive listing of requirements can be found by visiting the Useful Links section of our website: www.amherstma.gov/rp

[\(Massachusetts State Sanitary Code, Massachusetts Building Code, Massachusetts Fire Regulations & Town of Amherst Residential Rental Regulations\)](#)

Life Safety Systems: The codes and regulations listed in Exterior Conditions mandate the maintenance of a buildings critical life safety systems. This includes keeping all means of egress clear and free of obstruction, structurally sound fire escapes, regularly testing and updating smoke detectors and carbon monoxide detectors, and proper inspection and maintenance for buildings equipped with automatic sprinkler systems, fire alarms, emergency lighting and fire extinguishers.

Healthy Living Conditions: All dwelling units must provide a healthy environment for its occupants. This includes offering operable and secure doors and windows, natural light, ventilation, intact finishes and controls to prevent excessive moisture and pest or rodent infestation.

I hereby attest, to the best of my ability, to the accuracy of all the information provided herein (pages 1 and 2):

Signature: _____ Title: _____ Date: _____