

**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 1<sup>st</sup> 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 1<sup>st</sup>** 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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*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.*

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***Signature***

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***Date***