Town of Londonderry Short-Term Rental REGISTRATION FORM 2026-2027	Andy Dahlstrom, STR Administrator *Town Office: 100 Old School Street* *South Londonderry, VT. 05155* *(802) 824-3356 ext.9* *stradmin@londonderryvt.gov*

Rental Property Information

Physical 9-1-1 Address: _____

Owner Information

Name: _____

Phone: _____Email: _____

Mailing Address: _____

Property owner is a Corporation or Partnership: ☐ Yes ☐ No

(If No, complete information below. If Yes, STR Administrator will supply additional form.)

Driver's License Number: _____State: ____

Date of Birth: _____ On Active Duty in U.S. Armed Forces: ☐ Yes ☐ No

Designated Agent Information (required of Unhosted STRs)

Name: _____

Phone: _____Email: _____

Physical Address: _____

Mailing Address: _____

(Note: Designated Agent must reside within 45 minutes driving time of STR.)

Rental Occupancy Information

Number of rental bedrooms: _____x 2 occupants per bedroom: Option of add 2 occupants (enter 0, 1, or 2):	+	_____
Requested total Dwelling Unit Capacity (DUC) for STR:	=	_____

[*To be completed by STR Administrator: DUC approved _____; annual fee _____.*]

Checklist of Supporting Documents

☐ A copy of the Vermont "Short-Term Rental Safety, Health and Financial Obligations" form is completed and displayed in the rental unit, and submitted to the Town with this application.

☐ For rentals with DUC of 9 or more, a closed inspection report from the VT Division of Fire Safety. [For report, contact DFS office in Springfield, 802-216-0500, and request Change of Use Inspection.]

Registration Form Verification and Acknowledgement (check all)

☐ All information in this application is true and accurate to the best of my knowledge.

☐ I understand that advertising for and/or renting to more than the permitted occupancy (DUC) is a violation of the Town of Londonderry STR Ordinance.

☐ I understand that all STR bookings and payments must be conducted through an online lodging platform, to satisfy rental activity reporting requirements and the payment of any municipal, state, and federal taxes.

☐ I understand that a new STR registration at the property named in this application is limited to 50 nights of STR activity per calendar year.

☐ I declare that I continue to carry liability insurance of not less than $1,000,000 specific to the short-term renting of the property named in this application, or that such STR insurance coverage is offered through the online lodging platform(s) where the property in this application is listed.

☐ I have read and acknowledge Londonderry's "Short-Term Rental Regulations" (see next page).

Signature of Owner: _____

Printed Name: _____Date: _____

Short-Term Rental Regulations, Information, and Fees, updated for 2026-27

Property owners in Londonderry, VT who wish to maintain their good-standing as Short-Term Rental operators must ensure compliance with local and state laws including *but not limited to* the following:

- Operators of Short-Term Rentals—whether hosted or unhosted—are responsible for knowing current local and state regulations governing rental property
- In a "hosted" rental, the homeowner is present during rentals
- In an "unhosted" rental, the owner's Designated Agent must be local and reachable 24/7 during rental periods, via contact info displayed in the rental
- Photoelectric Smoke and CO alarms detectors must meet current VT DFS standards
- A Lock Box is required of STRs with a monitored fire alarm system
- Renters / Guests shall be provided with accurate information about local noise restrictions and any neighborhood guidelines and restrictions like quiet hours
- Owners shall provide for the separation and disposal of trash, food waste, and recyclable material utilizing secure, bear-proof receptacles for any outdoor storage, and shall provide one or more adequate metal containers for disposal of ash and coals if there is a fireplace, fire pit, wood burning stove, wood or charcoal grill, or other source of ash or coals at the short-term rental.

More Information

- Londonderry Short-Term Rental Ordinance, full text here.
- Xpress-pay through Town of Londonderry website, here. [Note: for Unhosted rentals, input the STR registration fee based on walk-through inspection bedroom count.]
- "Short Term Rental Safety, Health and Financial Obligations" form here.
- VT Division of Fire Safety, fire code for egress here.
- Waste Management at your STR here.

Fees

Unhosted Rental: Base fee (includes one-bedroom): $250

Each additional bedroom (defined as any room furnished for sleeping): $250/room

Total Fees: 1br = $250, 2br = $500, 3br = $750, 4br = $1000, 5br = $1250, 6br = $1500, 7br = $1750 8br = $2000 9br = $2250 10br = $2500 …

Hosted Rental: Base fee (includes all bedroom counts): $150, Total Fee: $150

Note: All STR rental applications are subject to a non-refundable application fee of $150, included in the annual fee. The only circumstance in which an STR License applicant can be eligible for a refund of the annual fee—minus $150—is if the applicant has been fully compliant with the Short-Term Rental Ordinance through the current STR licensing year and the license application process.