



## Specialty Home & Dwelling

# Short Term Rental Application

Applicant to complete this application when there is the possibility of any rental other than annual residential rental.

### APPLICANT INFORMATION

Current Evanston policy number: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Location address (street, city, state & zip): \_\_\_\_\_

Application completed by:  Building inspector  Fire department member  Licensed contractor  
 Applicant  Other (please specify) \_\_\_\_\_

### RENTAL INFORMATION

1. What length of time is the dwelling offered for rent? (Check all that apply)  
 Hourly  Daily  Weekly  Monthly  Annually  Other (please describe) \_\_\_\_\_
2. What is the minimum length of time the dwelling may be rented? \_\_\_\_\_
3. How many weeks per year is the dwelling offered for rent? \_\_\_\_\_
4. What purpose or use is the dwelling available for rent? (Check all that apply)  
 Residential  Corporate/Business/Networking  Photo/Film Shoot  Party/Reception/Wedding  
 Exhibit/Show  Meeting/Workshop/Training  Other (please describe) \_\_\_\_\_
5. What is the maximum number of tenants and their guests allowed in the dwelling? \_\_\_\_\_
6. What is the minimum age for tenants? \_\_\_\_\_
7. What is the rental rate charged? \_\_\_\_\_
8. Is there a management company contracted to manage this rental?.....Yes  (move on to question 9)  
No  (move on to question 10)
9. If **yes** to question 8, please provide name of company and what services they provide: \_\_\_\_\_
10. If **no** to question 8, please describe who screens renters and how they are screened: \_\_\_\_\_
11. Is the dwelling inspected after each rental? .....Yes  No   
If yes, who inspects the dwelling? \_\_\_\_\_
12. Are there any employees such as maids, groundskeepers and/or caretakers?.....Yes  No   
If yes, are they resident employees? .....Yes  No
13. Please provide links to any websites and/or the name of any websites where the rental is advertised:



**APPLICANT'S STATEMENT:**

By evidence of my signature, I swear that all of the answers to the above questions and the information provided are correct and accurate representations. I further understand that the placement of coverage is contingent on the accuracy of these representations. I understand that the Company and its representatives have the right to inspect the inside and outside of the premises to verify the information provided and I give my consent to such inspection.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Producer's signature: \_\_\_\_\_ Date: \_\_\_\_\_