

SHORT-TERM RENTAL PROPERTY MANAGEMENT PLAN

UBI# _____

Chelan County short-term rental permit # _____

Short-Term Rental:

Address: _____

Landline/VOIP Ph #: _____

Property Owner/Operator:

Name: _____

Address: _____

Local Contact/Property Manager who can respond on-site within 60 minutes for emergencies or complaints:

Name: _____

Phone: _____

Address: _____

Email: _____

Number to call for Police/Fire/Emergency Medical:

How will owner/operator will notify renters of emergency or temporary conditions:

of 'bedrooms': _____

Maximum # of guests: _____

Maximum # of vehicles: _____

Floor Plan of dwelling and entire site map

(insert here) may be hand drawn and must include:

- ☐ Floor plan may be hand drawn but must clearly show
 - Emergency escape route and fire exits
- ☐ Site Map may be hand drawn but must clearly show
 - Designated parking spaces
 - Property boundaries including if there is easement to shoreline or access- this must be clearly defined (if there is no access, this must also be noted with a warning not to trespass)

Fire Protection Plan

(insert here)- should be consistent with a '*Ready-Set-Go*' program or equivalent

Include Good Neighbor Guidelines

(brochure on Chelan County Short-Term Rental Web page that can be printed at will. Fill out and insert here)

Consumer safety:

Location of carbon monoxide alarm: _____ (other criteria are met above)

Notes:

1. Liability insurance consistent with RCW 64.37.050 must be maintained at all times dwelling is permitted
2. Property Management Plan must be kept up to date. If any included names/addresses/phone numbers change during the year, an update needs to be sent to the Department.