

**SHORT-TERM RENTAL  
PROPERTY MANAGEMENT PLAN**

**UBI#** \_\_\_\_\_

**Chelan County short-term rental permit #** \_\_\_\_\_

**Short-Term Rental:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Owner/Operator:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Qualified Person/Property Manager who can respond on-site within 60 minutes for emergencies or complaints:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**How 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.