



# MANCHESTER-BY-THE-SEA

Town Hall, 10 Central Street  
Manchester-by-the-Sea, Massachusetts 01944-1399  
Telephone (978) 526-2000 FAX (978) 526-2001

## SHORT TERM PAYING GUEST ACCOMMODATIONS LICENSE APPLICATION

Owner's Name: \_\_\_\_\_

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

Map and Parcel #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Owner's Agent/Secondary Contact: \_\_\_\_\_

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

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

Description of Rental Property listing number of bedrooms and number of sleeping spaces, bathroom(s) to be used by guests and other spaces available to guests. A maximum of four guests at one time is allowed. (Attach a sketch of your floor plan)

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Describe what parking is available for guests: (provide the number of spaces and a sketch showing the location of the spaces being provided.)

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Do you host any boarders in addition to short term guests? (Boarders count toward the 4 person limit.)

\_\_\_\_ YES \_\_\_\_ NO If yes, how many? \_\_\_\_

(continue other side)

Will meals be served to guests? ☐ YES ☐ NO  
If yes, provide evidence of your food handler's certificate.

Is the property served by the town sewer system? ☐ YES ☐ NO  
If no, provide evidence of a Title 5 compliant septic system.  
Attached as evidence is: \_\_\_\_\_

Provide evidence of properly located fire and carbon monoxide detectors as verified and approved by the Manchester Fire Department.

Please provide evidence of home owner's insurance indicating liability coverage for guests, including paying guests. Do you presently have such coverage?  
☐ YES ☐ NO

**Attestation:**

By signing this statement, I attest under the pains and penalties of perjury that, as owner, I occupy this premise and that the above information is complete and accurate. I also acknowledge and agree to maintain a guest registry that records the name, address and dates of visitation of each paying guest. The registry will be provided to the Town upon request.

Please be advised that this document and/or information attached or contained herein, may be considered a public record under the Massachusetts Public Records Law.

\_\_\_\_\_  
Owner's Signature

DATE: \_\_\_\_\_

A processing fee of \$100 payable to the Town of Manchester by the Sea is required with your application.

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Town Use -- Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_

Documents Verified	BOH Review	Fire Dept. Review	Selectmen Action
Floor Plan <input type="checkbox"/>			
Parking Plan <input type="checkbox"/>			
Food Cert. <input type="checkbox"/>			
Title 5 <input type="checkbox"/>			
Alarms <input type="checkbox"/>			
Insurance <input type="checkbox"/>			