



The Shire Town of Windsor County

Woodstock, Vermont

Town-Village Manager Government

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

Short Term Rental - Yearly report

The owner of Short Term Rental property shall annually complete and submit a report form to the Village or Town. Said report form shall be approved by the Board of Trustees or Select Board and may be modified or amended from time to time with the approval of the Trustees. The following information shall be provided by owner(s) of Short Term Rental property on the annual report form.

1. Owner/on-site manager contact information and Building address.

2. Property manager contact information.

3. Date, duration, and number of guests for each Short Term Rental period/stay; use back if needed.

4. Photographic proof that the telephone number of the person(s) responsible for the Short Term Rental and contact information for the Vermont Department of Health officer and the Vermont Division of Fire Safety or the permit is conspicuously posted in each dwelling unit of the Short Term Rental.

5. Photographic proof that the Vermont Meals and Rooms tax license is conspicuously posted in each dwelling unit of the Short Term Rental; date of last inspection by the Vermont Division of Fire Safety or its designee.

6. Identification of any municipal complaint tickets issued and/or fines paid in the preceding 12 months in connection with any Short Term Rental property.

Please return to:

Woodstock Fire Dept

David Green

454 Woodstock Rd, Woodstock VT 050591

Or Email to: DavidGreen@townofwoodstock.org