

**Town of Plymouth Vermont**  
**Short-Term Rental Unit Registration Form**

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

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

Owners Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

**Short Term Rental Unit Information**

Physical Address of Short-Term Rental Unit: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Maximum Number of Bedrooms in Short-Term Rental Unit: \_\_\_\_\_

Name of Local Property Manager (LPM) or Local Contact: \_\_\_\_\_

Physical Address of LPM: \_\_\_\_\_

Permits for Short-Term Rental Unit Application require a non-refundable fee of:

\$200.00 for a one-bedroom unit

\$100.00 for each additional bedroom

\$40.00 Recording Fee

Note: Only the recording fee is required for "Owner Occupied Primary Residents"

Checks shall be made payable to the Town of Plymouth

Date Application Submitted: \_\_\_\_\_ Check #: \_\_\_\_\_

**CHECK LIST:**

- Appointment with state Fire Marshall for Certificate of Occupancy
- Order and Install Knox Box
- Confirm that your number of bedrooms advertised match the number of bedrooms on you property Listers Card.
- Sign and return completed application with Certificate of Insurance and payment.
- Short Term Rental administrator will contact you for a final inspection.

The following information shall be provided with the Application Form by owner(s) of Short-Term Rental dwelling unit(s), here-in-after referred to as STR, as part of the application and registration process. Proof of ownership may be required if the person submitting the Short-Term Rental Unit Application is not the record title holder as indicated by the documentation maintained by the Town of Plymouth: **Proof of Certificate of Occupancy, issued by the State of Vermont Fire Marshall, must be included with application. Do not submit STR application without Certificate of Occupancy.**

1. Physical address of the specific STR advertised, offered for use, or used for STR.
2. Contact information for property owner, including: name, mailing address and/or physical address, telephone number, and email address.
3. Contact information for any person present or residing on the property and authorized to act on the owner's behalf, including: name, mailing address and/or physical address, telephone number and email address.
4. If there is a written property management agreement or contract dealing with the STR, please state the name of the property manager and the date of the agreement.
5. If the STR does not apply to a single building, please indicate. For each STR in a building, please identify the unit(s) and the 911 addresses assigned to the units (if separate from the building).
6. Please provide a sketch plan depicting the entire property where the STR is located. Please show all proposed on-site parking spaces, including guest parking for the STR and parking for the owners if they still reside in the building when the STR is occupied.
7. Please provide proof of homeowners' liability and casualty insurance that must contain a **STR endorsement**.
8. Please provide proof of a Vermont tax account for room and meals and/or sales tax.
9. Please provide proof of a Certificate of Occupancy, for both new and existing buildings, for the STR.
10. Please provide a copy of any STR rules that you have required in connection with the STR.

Important contact phone numbers:

- The Division of Fire Safety – Springfield Regional Office Phone: 802-885-8883
- Web-Site: <https://firesafety.vermont.gov>
- STR Administrator: Mike Scmillio 802-952-6494 [str@plymouthvt.org](mailto:str@plymouthvt.org)
- STR Administrator: Steve Radonis 802-952-6323 [str@plymouthvt.org](mailto:str@plymouthvt.org)

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Unit Ordinance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SHORT TERM RENTAL ORDINANCE

### Definitions and Agreements:

**Dwelling Unit Capacity:** When used as a Short-Term Rental, the Dwelling Unit Capacity shall be per number of approved bedrooms. For example, a three - bedroom Dwelling Unit shall have a Dwelling Unit Capacity of six persons (3 bedrooms x 2) when used as a Short-Term Rental.

A Dwelling Unit subject to a Vermont Land Use (Act 250) Permit shall be limited to the Dwelling Unit Capacity stated on that permit and shall not be increased by an additional two units when used as a Short-Term Rental.

**Short-Term Rental:** A furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days.

Number of bedrooms of STR cannot exceed number of bedrooms stated on Listers Card.

NOTE: The Short-Term Rental of a Dwelling Unit in or of a Building qualifies the Building as a “public building”, subject to the jurisdiction of the State of Vermont Division of Fire Safety pursuant to Title 20 V.S.A. §2730(a)(1)(D).

### SHORT-TERM RENTAL OF DWELLING UNIT

1. The Short-Term Rental of a Dwelling Unit requires a Short-Term Rental Registration from the Short-Term Rental Administrator. A person shall not commence the use of a Dwelling Unit as a Short-Term Rental unless and until the Short-Term Rental Administrator issues the requisite Short-Term Rental Registration.
2. An application for Short-Term Rental Registration shall be in compliance with the regulations as set by the Town of Plymouth for a Short-Term Rental with an occupancy of 8 or less guests. For Dwelling Units with a Dwelling Unit Capacity of greater than 8 occupants, the following applies:
  - A. The State of Vermont Wastewater and Water Supply Permit for the property for Dwelling Units constructed or occupied after June 30, 2007 and a local zoning or septic permit, if any, for Dwelling Units constructed before July 1, 2007, or the Listers Property Card with the number of bedrooms indicated, if a local zoning or septic permit does not exist for Dwelling Units constructed before July 1, 2007.
  - B. A state of Vermont Land Use (Act 250) Permit if subject to Act 250 jurisdiction.
  - C. An inspection report with occupancy approved from the Public Building Permit from the State of Vermont Division of Fire Safety.
  - D. The Posting of Contact Information required by Title 18 V.S.A. §4467.
  - E. Proof that the liability insurance policy that covers the Dwelling Unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the Dwelling Unit as a Short-Term Rental.
3. No registration of the Short-Term Rental of a Dwelling Unit shall be issued or obtained and submitted to the Short-Term Rental Administrator for Dwelling Units with a capacity of greater than 8 occupants until the documents and permits set forth in subsection 2 above are addressed.
4. The duration of a Short-Term Rental Registration shall be one year from the date of issuance.

5. The maximum occupancy is determined by the lesser of the following:
  - A. The number of bedrooms as indicated by the Waste Water Permit.
  - B. The number of bedrooms as indicated by the State Fire Marshall's Certificate of Occupancy.
6. The Use of a Dwelling Unit by a number of lessees, guests, or other persons in excess of the Short-Term Rental Dwelling Unit Capacity shall constitute a violation by the Registration holder and/or the person with whom the Registration holder contracted for the Short-Term Rental of the Dwelling Unit.
7. The number of vehicles shall not exceed the number of bedrooms.
8. Trash shall be sorted according to state regulations. Homeowners are responsible for providing containers for sorting and for the appropriate removal of all trash. Trash is to be stored in a secure space that is screened from public view. If found to be out of compliance of the aforementioned expectations, an immediate fine of \$250.00 per occurrence will be assessed.
9. A Knox Box (emergency key) is required for all Short-Term Rental properties in order to receive a Registration Application Approval. The Knox Box must be registered with the Fire Department. To order the recommended Knox Residential Box, see the attached form. Also visit [knoxbox.com](http://knoxbox.com) or call 800-552-5669.
10. If you have outside lighting, it shall not interfere with neighboring properties.
11. In preserving the peaceful quiet of the community, guests are required to maintain public decency in volume and behavior from 11 P.M. – 7 A.M.
12. Any person who commences or continues to operate a Short-Term Rental property without the required permit shall be deemed guilty of an infraction and may be fined up to \$100.00 per day.

I acknowledge I have reviewed and agree to abide by the Town of Plymouth Short-Term Rental Ordinance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This STR application is approved for \_\_\_\_\_ bedrooms.

STR Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# RESIDENTIAL PRODUCT SHEET



PRICES (U.S. DOLLARS) EFFECTIVE JANUARY 3, 2022

Pricing and availability subject to change without notice.

## RESIDENTIAL ACCESS NOT SUITABLE FOR COMMERCIAL USE

### KNOX RESIDENTIAL BOX™

Accommodates up to two keys and/or medical card(s) and provides first responders with rapid access to individual residences, while eliminating forced entry damage. For extra security the tamper alert option connects to an alarm system. No monitoring fees.

Shipping Weight: 7 lb

Type	Mount Type	Tamper Alert	Color	Model #	Price	
HINGED DOOR	Surface	<input checked="" type="checkbox"/>	Aluminum	1662	\$338	
		<input checked="" type="checkbox"/>	Black	1660	\$319	
		<input checked="" type="checkbox"/>	Dark Bronze	1664	\$338	
			Aluminum	1661	\$300	
			Black	1658	\$283	
			Dark Bronze	1663	\$300	
	Door Hanger			Aluminum	1667	\$315
				Black	1659	\$296
				Dark Bronze	1669	\$315

## ORDER TERMS AND CONDITIONS

NOTICE: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

As used in this Order Terms and Conditions (the "Agreement"), the words "you," "your," and "customer" each mean the person or entity named on the face of this form as the Customer or Buyer. The words "we," "our," and "Knox" each mean Knox Associates, Inc. d/b/a The Knox Company, an Arizona corporation, with a place of business located at 1601 W. Deer Valley Road, Phoenix, Arizona 85027. The words "Equipment" or "Product" mean the products ordered under this agreement.

- This Order is based upon these terms and conditions of this Agreement. Knox rejects any and all other terms and conditions of sale proposed or discussed by the parties in connection with this Order or the resulting transaction. This Agreement shall constitute the entire and exclusive contract of sale between you and Knox, and any additional or different terms in any purchase order, counteroffers, or where ever contained are objected to and rejected.
- All orders for Products are subject to availability. We reserve the right to reject any order for any reason. We will use all reasonable efforts to deliver Products by a requested delivery date. However, delivery dates are approximate and we are not liable for delays in delivery for any reason.
- Subject to payment in full, title to purchased Products will pass to you, FOB our shipping dock.
- Before shipping Products to you, we will perform our standard factory inspection and acceptance tests on the unit, and satisfactory completion of inspection will constitute your acceptance of the unit. At your request, we will certify in writing our completion of inspection tests.
- You shall pay all amounts due according to the payment terms on the face of this form, in United States dollars, delivered to us at the address stated on the invoice or as otherwise required by us. If you fail to pay any charges when due, in addition to such overdue amounts you shall pay a late-payment charge on the unpaid balance equal to the lesser of 1.5 percent per month or the lawful maximum. You have no set-off rights.
- We warrant that Products ordered and subsequently sold to you under this Agreement will conform to our then-current published specifications for the Product and limited to the warranty period specified by Knox for that Product on the date of your order. We reserve the right to make changes to our products and have no obligation to alter previously purchased products. Our sole obligation to you and your exclusive remedy under this warranty is as follows: a) We will repair or replace without charge Products found to be defective so long as you return the Products to us, freight prepaid, to our service center in Phoenix, Arizona. b) We will not be required to ship a replacement unit until we have confirmed through our examination that your item is in fact defective. We will pay freight costs to ship any repaired or replacement unit to you. If we are unable within a reasonable time to repair or replace your item, then you will be entitled to the refund of your purchase price. c) This warranty does not apply to any unit which we determine has been subjected by you or another party to (1) operating or environmental conditions in excess of our written specifications or recommendations; (2) damage, misuse or neglect; (3) improper installation, repair, modification or alteration; or (4) use for which it was not intended or designed. This warranty also excludes expendable items, such as lamps, fuses, or other parts which fall from normal use. This is our only warranty for Products. Knox expressly disclaims all other warranties, guarantees or remedies - whether express, implied, or statutory - including any implied warranty of merchantability or fitness for a particular purpose. We also disclaim any implied warranty arising out of trade usage or out of a course of dealing or course of performance. And in no event shall our liability to you exceed the limitations specified in Section 12.

### KNOX HOMEBOX™

Accommodates one key and provides first responders with rapid access to individual residences, while eliminating forced entry damage. No monitoring fees.

Shipping Weight: 3.2 lb

Type	Mount Type	Color	Model #	Price
WALL MOUNT	Faceted Backplate	Antique White	1501B1	\$187
	Standard	Antique White	1501	\$170
DOOR HANGER	Security Door	Antique White	1501SH	\$187
	Standard Door	Antique White	1501DH	\$187

## PERIMETER ACCESS FOR PRIVATE GATE EMERGENCY ACCESS

### KNOX GATE & KEY SWITCH™

Provides emergency access to electric gates in residential communities, parking garages, and industrial areas. Also, serves as an electric override switch to open motorized and roll-up doors.

Shipping Weight: 1 lb

Type (includes stainless steel dust cover)	Model #	Price
Key Switch on Mounting Plate	3502	\$141
Key Switch	3501	\$115

- You agree that the Knox Product ordered will be used only with the Knox Master Key issued to the Authorized Agency designated on this Order Form.
- You acknowledge that the lock code and lock core in the Knox Product as delivered by the Knox Company may not be modified or altered in any manner except with the express authorization of the Knox Company.
- You acknowledge that if you or any party on whose behalf you are acting alters, modifies or tampers with the Product or takes any action that compromises the Product's ability to be accessed with the Authorized Agency's Master Key, the Knox Company may have the right to demand that the Product be removed from use, and that you indemnify and hold the Knox Company harmless from any claims or losses resulting from the such alteration or modification of the Product.
- You acknowledge that all right, title and interest in all patents, copyrights, trademarks, trade dress, trade secrets and other intellectual property embodied within, covering or in any way regarding the Products is owned exclusively by Knox, or its licensor(s), and all rights with regard to such intellectual property are reserved. You represent, warrant and covenant that you will not claim any right, title or interest in, or use, any such intellectual property, including any and all codes to keys, keyways and keyweaches all of which remain exclusively the property of Knox or its licensor(s), and that you will not bring any suit or proceeding in an attempt to invalidate or claim any such intellectual property rights.
- Neither Knox nor you will be liable to the other for any delay or failure to perform if that delay or failure results from a cause beyond its reasonable control.
- Your exclusive remedies concerning our performance or nonperformance are those expressly stated in this Agreement. Under no circumstances will Knox be liable for reimbursement costs, lost revenue or profits, loss of data, or for any other special, incidental or consequential damages, even if they were foreseeable or you have informed us of their potential. And we will not be liable for any damages claimed by you based upon any third party claim. Our total liability to you for your damages under this Agreement will not exceed the price you paid to us for the unit of Products at issue in your claim. This limitation will apply regardless of the form of action (i.e., whether the lawsuit is in contract or in tort, including negligence). Because some states do not allow exclusion or limitation of liability for consequential or incidental damages, in such states Knox's entire liability is limited to the full extent permitted by law.
- You shall indemnify and save Knox harmless from all claims, losses, damages, expenses (including reasonable legal fees) and liability resulting from or in any way connected, directly or indirectly, with a breach of your obligations under this Agreement, third party claims, or with the possession, handling, sale or use of the Products or goods made from the Products delivered hereunder.
- You will be invoiced and will pay all sales, use, excise, and other taxes on Products unless exempt under law or you furnish us with a valid resale or exemption certificate. The reporting and payment of all taxes for Products is your sole responsibility. You will also be responsible for all transportation costs, insurance charges, customs duties, and loss or damage settlements. Our prices for Products do not include such taxes or charges; where applicable, they will be added to your total invoice amount. You will not be responsible, however, for taxes levied against us based upon our net income or net worth (franchise taxes).
- If for any reason we are unable to supply the total demand for Products specified herein, we may in our sole discretion distribute our available supply of Products among our customers, and we shall have no obligation to purchase supplies of the goods from third parties to enable us to perform our obligations to you under this Agreement.
- This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona without resort to conflict of laws rules. Each party irrevocably agrees that any action, suit or other legal proceeding against them shall be brought in a court of the State of Arizona or in the United States District Court for the State of Arizona. By execution and delivery of this Agreement, each party irrevocably submits to and accepts the jurisdiction of each of such courts and waives any objection (including any objection to venue, enforcement, or grounds of forum non conveniens) which might be asserted against the bringing of any such action, suit or other legal proceeding in such courts. In the event any proceedings are commenced to enforce or construe this invoice or the goods or services related thereto, then the prevailing party in such proceedings shall be entitled to its reasonable attorney fees thereby incurred. In the event a judgment is entered in such proceedings, it is agreed that said judgment shall provide that the prevailing party shall be entitled to recover all attorney fees reasonably incurred in enforcing said judgment.
- This Agreement represents the entire agreement between us regarding this Order and Products we are to sell to you under it. The parties specifically disclaim the application of the United Nations Convention on Contracts for the International Sale of Goods. It also supersedes all previous oral or written communications between us regarding this subject matter, and it may not be modified or waived except in writing and signed by an officer or other authorized representative of each party. If any provision is held invalid, all other provisions shall remain valid, unless such invalidity would frustrate the purpose of our Agreement.

