



TOWN OF SUNAPEE
23 Edgemont Rd | Sunapee, NH 03782
Telephone: (603) 763-2212 Ext. 1023

SHORT-TERM RENTAL REGISTRATION FORM

Thank you for registering your Short-Term Rental (STR) with the Town of Sunapee! Our goal is to support sensible and fair Short-Term Rental regulations within our community. Through the GovOS platform, Short-Term Rental owners can conveniently register their rental space. Once a property is registered, our town team will review registrations and provide enforcement, ensuring public health and safety continue to be prioritized.

Important Registration Requirements:

- The owner(s) of each STR unit regardless of zoning district must comply with the terms and conditions of the Sunapee Selectboard's registration process. **All Short-Term Rentals operating in Sunapee as of July 10th, 2023, as well as those planning to operate in 2024, are required to complete the registration by January 1, 2024.**
- All property owner(s) or their designated person(s), of STR properties in the Town of Sunapee are required to register their STR property through the GovOS platform, regardless of whether the STR is currently operating or plans to operate in the Town.
- If you owned and operated a Short-Term Rental in Rural Residential and/or Rural Lands from December 1, 2020-December 1, 2022, you are **not** required to seek a Special Exception and/or Variance **if** you can demonstrate the property was used as an STR and that NH Meals and Rooms Taxes were being paid.
- A Short-Term Rental (STR) is defined in the Town of Sunapee Zoning Ordinance 4.95. It shall **not** include bed & breakfasts, inns, or hotel/motels. An STR is a non-residential, commercial use of the property.
- The Town will review STR applications once they are submitted online. Incomplete submissions will not be accepted for review until they are completed in their entirety. If you have questions about how to complete the registration form, you may meet with office staff on Wednesday and Friday mornings from 10:00 AM-1:00 PM or by emailing emily@town.sunapee.nh.us.
- Property owner(s) or their designated person(s), shall not provide any misleading statements; shall meet all the standards listed on the registration form; shall acknowledge that the registration is valid for one year from the date the registration is granted, and shall acknowledge that registrations are not transferrable between properties. If an STR property transfers ownership, the new owner(s) must re-register if they wish to continue renting.

- The property owner(s) or their designated person(s), acknowledge that a registration permit may be granted or denied based upon full compliance with the registration process and understand that STRs must comply with all zoning regulations, other applicable local and state permit regulations, and the Town's Short-Term Rental requirements as outlined in Section 4.95 of the Zoning Ordinance.
- The Town of Sunapee Selectboard may deny, impose penalties, suspend or revoke any STR registrations if it is deemed that the owner/person provided misleading statements on the registration form or affidavit; violated any of the registration criteria on page two; violated any state or federal laws, statutes, Town ordinances, rules or regulations pertaining to Short-Term Rentals; or if the operation of the STR is deemed a threat to the public health, safety or welfare of the town.