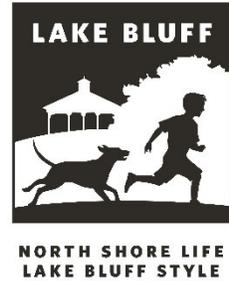


Short-Term Rental Registration

Village of Lake Bluff, Illinois



Introduction

Lake Bluff allows residents to operate short-term rentals of less than 30 days (such as Airbnb and VRBO) on their property. This form is to apply for one of a limited number of licenses to operate a short-term rental. A registration fee of \$250 is due upon submitting this form and annually thereafter.

Applicant Information

Name: _____ Address: _____

Phone: _____ E-mail: _____

Application Requirements and Acknowledgements

My initials on each line indicate that I understand and agree:

_____ I have read and I understand Section 10-4-5, which regulates short-term rentals (attached).

Note: The definition of an adjacent driveway is “driveways located on adjoining properties that are less than five feet (5’) apart at any point.” If your property has an adjacent driveway, it is ineligible for a license.

_____ I affirm the above address is my primary residence, in which I reside at least 275 days annually.

_____ I acknowledge that the Village will conduct a life safety inspection prior to any rental. I agree to allow the Village or its agent access to the Property to complete the life safety inspection.

_____ I will provide the attached summary of Village regulations to each short-term tenant.

_____ I have insurance that covers the short-term rental use of my property with limits of at least \$1 million per occurrence and \$2 million in the aggregate, and **proof of this insurance coverage is attached**, including specifically (i) a certificate of insurance that details the type and amount of coverage; and (ii) an Accord Form 25 from my insurance company.

This coverage is independent of, and in addition to, any insurance provided by a rental platform (e.g. Airbnb, VRBO). I will notify the Village of changes, renewals, or cancellations of this insurance policy, and will ensure it is effective during any short-term rental of my property.

The Accord Form 25 must include the following declarations:

1. That the insurance policy covers the short-term rental use of the Property;
2. The number of short-term rental days covered by the insurance policy; and
3. That insurance policy provides coverage limits of at least \$1 million per occurrence and \$2 million in the aggregate.

_____ I understand that I am required to keep a log of the dates and number of guests for each short-term rental booking period, which must be submitted to the Village annually.

_____ I will collect the Village’s Home Rule Hotel Tax (7%) in accordance with Chapter 1-8H of the Municipal Code, and will remit it quarterly on or before Jan. 15, April 15, July 15, and Oct. 15.

Short-Term Rental Registration

Village of Lake Bluff, Illinois



NORTH SHORE LIFE
LAKE BLUFF STYLE

_____ Either I or the below listed resident of Lake Bluff, empowered as my agent, will be available during **every** booking period to address the concerns of tenants, residents, or the Village:

Name: _____ Address: _____

Phone: _____ E-mail: _____

_____ I acknowledge that my name and address will be published in a public list of short-term rentals, and that this form and other documents and communications concerning this license may be subject to public release pursuant to the Illinois Freedom of Information Act.

Affirmation and Signature

I will continue to meet all of the foregoing conditions and requirements and will only lease to short-term tenants in accordance therewith. I hereby swear or affirm that all information in this application is, to the best of my knowledge and belief, true and correct.

Signature: _____ Date: _____

Local Requirements for Short-Term Rentals

Village of Lake Bluff, Illinois

Welcome to the Village of Lake Bluff, Illinois! Short-term rentals, such as the one you are staying in, are licensed and regulated by the Village. Please, be aware of the following local laws during your visit. *(References are to the Lake Bluff Municipal Code, except where noted.)*



Short-Term Rental Regulations: No short-term rental may serve more than 10 guests per night. Additionally, either the owner of the property must be present during the rental, or a local contact must be available to address any concerns (Section 10-4-5). The contact information for this person is below.

Landfill Waste and Recycling: The trash pickup day for your rental is _____. All trash should be bagged securely and deposited in the green “Groot” wheeled trash cart. Carts should be placed at the curb no earlier than 4 p.m. the day before pickup and removed the day of pickup. We also encourage you to take advantage of the recycling container at your rental, which is collected on the same day free of charge.

Recreational Vehicles and Trailers: These and similar vehicles may only be parked in residential districts for limited periods of time, unless stored behind the front building line (Section 4-1-2). These vehicles cannot be used as living or sleeping quarters while stored in the Village (Section 4-1-4).

Noise: It is a violation of local ordinance to produce noises that disturb the peace (Section 4-1-5). Please be considerate to your neighbors and our Village.

Smoking: Smoking is prohibited within your short-term rental or within 25 feet of any entrance to it. Smoking is also prohibited within 25 feet of the entrance to most public buildings, as well as within outdoor venues, parks, schools, the Lake Bluff Metra Station, Village parking lots, and outdoor eating areas (410 ILCS 82/; Chapter 4-5).

Parking: The operator of your short-term rental must provide overnight parking for your vehicles on paved surfaces (Section 10-4-5). While visiting, be aware of these parking regulations (Chap. 6-4 & 6-5):

- **Central Business District:** Most parking in our downtown district is for a maximum of two hours. Longer term and overflow parking is available in the Train Station Parking Lot, which may require a fee. Most homes in the Village are a short walk from downtown – we encourage you to consider walking or bicycling instead.
- **Overnight Beach Parking (East of Moffett):** From April 1 to September 30, on-street parking is prohibited east of Moffett Road from 9 p.m. to 6 a.m.
- **Snow Events:** Vehicles must be removed from the street after a 2 inch or greater snowfall to allow snow plows to operate without obstruction.

If you have any concerns, please contact:

Owner or Local Contact

Name: _____

Address: _____

Phone: _____

**Village of Lake Bluff
Police Non-Emergency
(847) 283-8760
vlb@lakebluff.org**

**FOR EMERGENCIES,
DIAL 911**