



# CITY OF LUDLOW

P.O. Box 16188 · 51 Elm Street · Ludlow, KY 41016

Phone (859) 491-1233 · Fax (859) 491-2966

www.ludlow.org

## Short-Term Rental License Application

(A separate application must be completed for each short-term property owned within the city.)

The annual permit/license fee is Three-Hundred Dollars (\$300.00) per rental unit. Applications must be renewed by **April 15<sup>th</sup>** each year and will be valid through April 14<sup>th</sup> of the following year. The rental license will not be prorated.

1. Rental Property Address: \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

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

3. Indicate Whether Property is Owned by:

Individual  Partnership  Corporation: Date Organized \_\_\_/\_\_\_/\_\_\_; State \_\_\_\_\_

If applicable, please list a duly authorized representative of the business who is responsible for operating and managing the property:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

4. Total number of residential rental units in the building: \_\_\_\_\_

5. Total number of off-street parking spaces provided on property: \_\_\_\_\_

6. List any other information about the premises that would be necessary/helpful to emergency personnel responding to a call there: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **A copy of a current business liability insurance policy** for the property must be submitted with the application.

*(Please read and sign other side.)*

**Rules and Regulations for Short-Term Rentals:**

- Each dwelling used for short-term rental shall be subject to inspection by the Building Inspector prior to the issuance of an annual business permit/license and at all renewals.
- Short-term rental guests shall not stay more than twenty-nine (29) consecutive days in duration.
- No more than two (2) adults per bedroom. Maximum of six (6) adults per short-term rental.
- All short-term rental buildings and units shall comply with applicable building codes.
- Smoke detectors are required outside of each bedroom, bathroom, and cooking area, per IPMC 404.4.1 - 404.4.5, 704.
- Evacuation plan must be posted in a conspicuous location within each unit.
- Contact information for the owner(s) or manager must be posted in a conspicuous location within each unit of the short-term rental.
- Off-street parking/driveways should be the first option for vehicles.
- Each unit shall comply with the City's Noise Ordinance (*Ludlow Code Chapter 94: Noise Regulations*). A copy of said ordinance shall be posted in a conspicuous place within each unit.
- The owner must provide approved waste containers for each unit and comply with *Ludlow Code Chapter 50: Garbage and Refuse*.

Any person who shall violate a provision of the short-term rental ordinance (*Ludlow Ordinance 2022-3*) shall be subject to a fine of Five Hundred Dollars (\$500.00). A second violation and each additional violation for the same matter is subject to a fine of One Thousand Dollars (\$1,000.00). Additional violations may be issued daily until corrected. The City may collect as part of the legal process its reasonable attorney fees and costs incurred to collect monetary fines. As well, such fines may be issued as liens upon the short-term rental property.

***WARNING: Statements made in this application are subject to verification and false or intentionally misleading statements may be cause for denial of the license applied for, or if a license is granted, revocation thereof upon discovery.***

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION FOR RENTAL LICENSE FOR THE ABOVE OWNER(S), AND THAT I HAVE MADE FULL INQUIRY INTO THE INFORMATION GIVEN ABOVE AND TO THE BEST OF MY KNOWLEDGE, THE STATEMENTS CONTAINED ABOVE ARE TRUE AND CORRECT.

\_\_\_\_\_  
Signature Title Date

**[OFFICE USE ONLY]**

Issuance of a license is:  
\_\_\_\_ Approved License #: \_\_\_\_\_  
\_\_\_\_ Approved conditionally (conditions attached)  
\_\_\_\_ Denied (explanation and notification to applicant attached)

Dated Issued: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ City Administrator: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date of Last Fire Inspection: \_\_\_\_\_