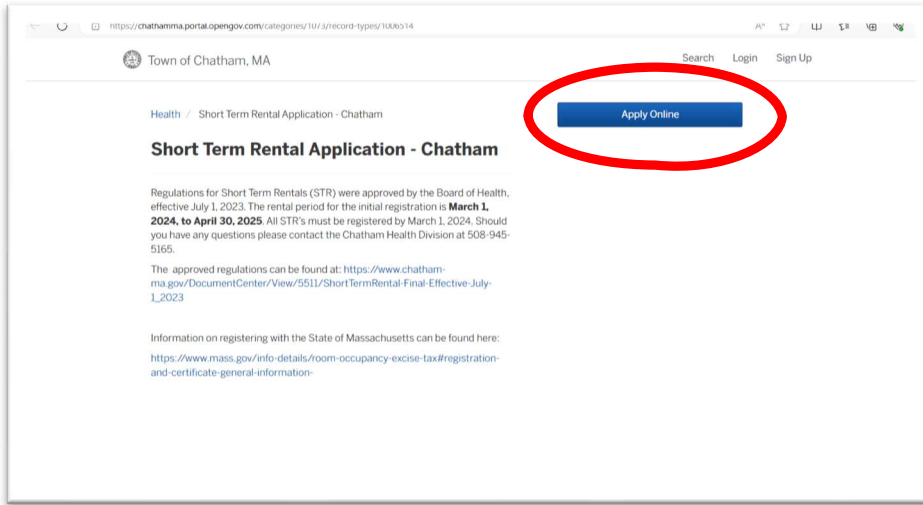
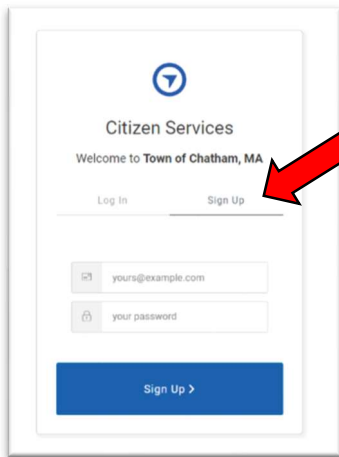


Step 1: Go to application webpage: <https://chathamma.portal.opengov.com/categories/1073/record-types/1006514>

Step 2: Click apply online



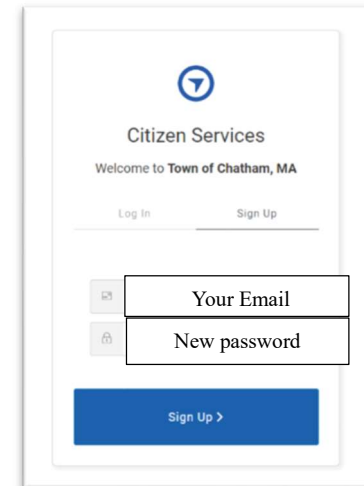
Step 3:
Click sign
up.



Step 4: Enter email address.

Step 5: Create a password. Must be:

- 8 characters
- at least one capital letter
- at least one number



Step 6: Add your contact information

The screenshot shows a web application interface for the Town of Chatham, MA. The user is logged in as Karen. The page is titled 'Confirm your contact information' and is part of a 13-step process. The user is currently on Step 1 of 13. The page contains several input fields for contact information: First Name (Karen), Last Name (Chimwaza), Email address (kchimwaza@chatham-ma.gov), Phone Number (774-670-4325), Address 1 (261 George Ryder Rd), Address 2 (Optional), City (Chatham), State (MA), and ZIP/Postal Code (02633). There are 'Next >' and 'Revert' buttons at the bottom right.

Step 7: after contact information is updated, click next. This will bring you to the location for short term rental screen. Add your Chatham Short Term Rental Address and click next.

The screenshot shows a web application interface for the Town of Chatham, MA. The user is logged in as Karen. The page is titled 'Location for Short Term Rental Application - Chatham' and is part of a 13-step process. The user is currently on Step 2 of 13. The page contains a search bar for 'Search for Address or Parcel' with the placeholder text 'Start searching...'. There are '< Back' and 'Next >' buttons at the bottom.

Step 8: Verify property owner information and click next.

Step 9: Select your dwelling type and click next.

This screenshot shows the 'Dwelling' selection screen in the 'Short Term Rental Application - Chatham' process. The page header includes 'Town of Chatham, MA', 'My Account', 'Search', and a user profile for 'Karen'. The progress indicator shows 'Step 3 of 13'. A 'Save Draft and Exit' link is in the top right. On the left, there is a sidebar with 'Have a project #?' and 'Short Term Rental Application - Chatham'. The main content area is titled 'Dwelling' and features a 'Dwelling Type *' dropdown menu. The dropdown is open, showing options: 'Select your option', 'Single Family', 'Condominium', 'Duplex/Multi Family', 'Room Rental', and 'Other'. A blue 'Next >' button is located at the bottom right of the form area.

Step 10: Add a property manager/rental agency if applicable. To add, click add property manager/rental agency button. A pop up will appear, add contact information and press save. Click next when finished.

This screenshot shows the 'Property Manager/Rental Agency' screen, which is 'Step 4 of 13' in the application process. The page header and sidebar are consistent with the previous step. The main content area is titled 'Property Manager/Rental Agency' and features a prominent 'Add Property Manager/Rental Agency' button. At the bottom of the form area, there are '< Back' and 'Next >' buttons.

This is a close-up of the pop-up form for adding a property manager or rental agency. The form is titled 'Property Manager/Rental Agency' and contains three required text input fields: 'Property Manager/Rental Agent Name *', 'Property Manager/Rental Agent Phone Number *', and 'Property Manager/Rental Agent Email *'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

Step 11: Add the state registration number and click next. The state registration number is assigned to you by the Massachusetts department of revenue and can be found in your MA Tax connect account.

Town of Chatham, MA My Account Search Karen

Have a project #? Step 5 of 13 · Save Draft and Exit

Short Term Rental Application - Chatham

License Information

State Registration Number *

Please click here to get information regarding Short Term Rental Applications - State Registration Information

[< Back](#) [Next >](#)

Step 12: Add the number of legal bedrooms in your dwelling determined by the existing number of bedrooms or septic capacity. Rental occupancy is two people per bedroom with an additional two people in the house.

Town of Chatham, MA My Account Search Karen

Have a project #? Step 6 of 13 · Save Draft and Exit

Short Term Rental Application - Chatham

Total Rental Occupancy

Number of bedrooms per approved septic or sewer plan in dwelling *

Total Rental Occupancy

[< Back](#) [Next >](#)

Step 13: Add information on the rental listing. Please include the direct link to your property listing. If you do not advertise your rental online, please include information on how you advertise your rental.

The screenshot shows the 'Where is rental listed?' form within a web application. At the top left, it says 'Town of Chatham, MA'. In the top right, there are links for 'My Account', 'Search', and a user profile for 'Karen'. Below the header, it indicates 'Step 7 of 13' and a 'Save Draft and Exit' button. The main content area has a title 'Where is rental listed?' and a button labeled 'Add Where is rental listed?'. At the bottom, there are 'Back' and 'Next' navigation buttons.

This screenshot shows a dropdown menu for the 'Listing Location (Specific to your property) *' field. The menu is open, showing the following options: 'Select your option', 'Airbnb', 'VRBO', 'We Need a Vacation', 'Private Listing', 'Real Estate Agent', and 'Other'. At the bottom right of the menu, there are 'Cancel' and 'Save' buttons.

Step 14: Add information on trash disposal for your rental property and click next.

Step 15: Add smoke detector information by clicking the “add smoke detector” button. Smoke detectors must be on every level and within 10’ of all bedrooms. Please add smoke detectors by each floor.

The screenshot shows the 'Smoke Detectors' form. It has a title 'Smoke Detectors' and two input fields: 'Floor' with a dropdown menu showing 'Select your option' and 'Location' with a text input field. Below these is a 'Number of detectors' text input field. At the bottom, there is a note 'Please review State Fire Regulations' and 'Cancel' and 'Save' buttons.

Step 16: Add Carbon Monoxide detectors by clicking on “add carbon monoxide detector” button. Please add carbon monoxide detectors by each floor.

Step 17: Add Fire Extinguisher by clicking on “add fire extinguisher” button.

Step 18: Read, click checkbox, and “sign” the affidavit. Click next.

Step 19: Add any attachments you wish the reviewer to see. Click next.

Step 20: Review submission and click “confirm and sign”.

Step 21: Submit payment by clicking circle next to payment method and clicking “pay with ...” button. If payment is by check or cash, please submit to the Health Division, 261 George Ryder Rd, Chatham, MA 02633.