



City of Florence Finance Department
8100 Ewing Blvd
Florence, KY 41042

Phone: (859) 647-5413
Fax: (859) 647-5447
www.florence-ky.gov

SHORT TERM RENTAL APPLICATION

Application Fee \$500.00

APPLICANT INFORMATION:

Name/Primary Owner: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

EMERGENCY CONTACT: (must live within 20 miles of short term rental property)

Name/Primary Owner: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

SHORT TERM RENTAL UNIT INFORMATION:

Address of Property: _____

Number of Bedrooms: _____

Maximum Number of Occupants: _____

The below documents are required prior to processing:

- | | |
|---|---|
| <input type="checkbox"/> Property Owner Deed | <input type="checkbox"/> Sketched Floor Plan (must include dimensioned room layout) |
| <input type="checkbox"/> Self-Safety Inspection Form | <input type="checkbox"/> Occupational License (City of Florence and Boone County) |
| <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Information Brochure (must be provided to guests) |
| <input type="checkbox"/> Site Plan/Survey (maximum number of vehicles that can be legally parked) | |

