



**CITY OF BERRY HILL  
SHORT-TERM RENTAL PERMIT APPLICATION**

698 Thompson Ln  
Nashville, TN 37204  
(615) 292-5531  
www.berryhilltn.org

Date Received	_____
Amount Paid	_____
Cash <input type="checkbox"/> Check #	_____
Receipt #	_____
Permit #	_____
Permit Date	_____

Type of Short-term Rental Property (STRP): Owner-Occupied  Not-Owner Occupied  Multi-Family

**PROPERTY OWNER INFORMATION** (Type or print clearly)

Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Ownership:** (Check One)  
 SOLE PROPRIETORSHIP     CORPORATION     PARTNERSHIP     LIMITED PARTNERSHIP     LLC     TRUST

Tennessee Sales Tax #: \_\_\_\_\_ Berry Hill Business License #: \_\_\_\_\_

**RENTAL PROPERTY INFORMATION**

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Name of HOA, if applicable: \_\_\_\_\_  
 # of Sleeping Rooms: \_\_\_\_\_ # of off-street parking spaces on or assigned to STRP (N/A to multifamily bldg. over 12 units): \_\_\_\_\_

**OCCUPANT INFORMATION** (Owner-Occupied STRPs only)

Occupant Name: \_\_\_\_\_ Property Interest: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 # of days Owner-Occupant occupied the STRP during the most recently ended calendar year (for renewals only): \_\_\_\_\_

**RENTAL ADVERTISING INFORMATION**

Airbnb #: \_\_\_\_\_  
 HomeAway #: \_\_\_\_\_  
 RentalHomes.com #: \_\_\_\_\_  
 TripAdvisor #: \_\_\_\_\_  
 VRBO #: \_\_\_\_\_  
 VacationRentals.com #: \_\_\_\_\_  
 Other: \_\_\_\_\_

**MANAGING AGENCY OR AGENT**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**RESPONSIBLE PARTY WITHIN 25 MILES OF STRP AVAILABLE TO RESPOND 24/7 DURING STRP OCCUPANCIES**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDITIONAL DOCUMENTS TO ATTACH**

- Proof of Fire and Hazard Insurance.
- Proof of Liability Insurance with limits of not less than \$1 million per occurrence.
- Proof of written notification to the owner of each adjacent property, prior to filing this application. Such proof will be:
  - i) the signature of an owner;
  - ii) a signed receipt of U.S. registered or certified mail addressed to an owner; or
  - iii) notice from the U.S. Postal Service that registered or certified mail to an owner was refused or not timely accepted.
- Floorplan and site drawings. The drawings may be hand-drawn. Floor plans shall show details of all levels of the house and any attached structures, including the location of sleeping rooms (number of sleeping rooms will be checked against the tax assessor’s record) and smoke detectors, as well as the location of doors and windows. The site drawing shall include locations of on-site parking spaces and any off-site spaces assigned specifically to the STRP.
- Two documents showing proof of residence, if applying for an Owner-Occupied STRP permit. Such documents may include a TN driver’s license, other state of TN ID card, Davidson County voter registration card, pay stub, work ID or badge, IRS W2 form, or bank statement.

**AFFIDAVIT**

Comes now the affiant, \_\_\_\_\_, after being duly sworn, and states as follows, based upon the affiant’s personal knowledge:

1. That I am over the age of eighteen and competent to provide this Affidavit.
2. That I am the owner of, or a person who is a principal of an entity that owns, the residence located at \_\_\_\_\_, within the City of Berry Hill, Tennessee.
3. That all of the information provided in the foregoing Short-term Rental Application is true, correct and complete, to the best of my knowledge and belief.
4. That I am familiar with the conditions for the use of the subject property as a short-term rental property, as adopted by Berry Hill Ordinance No. 2017-435, and that, to the best of my knowledge and belief, if a permit is issued for such use, the property will meet all such conditions and will be operated in compliance with those conditions.

Further, the Affiant saith not:

_____	_____
<b>Signature</b>	<b>Date</b>
Affiant’s printed name: _____	Phone: _____
Affiant’s address: _____	Email: _____

COUNTY OF DAVIDSON    )  
STATE OF TENNESSEE    )

Before me, a notary public for said county and state, appeared \_\_\_\_\_, with whom I am personally acquainted, or proved to me on the basis of satisfactory evidence, and who acknowledged being an owner, or principal of the owner, of the foregoing described property and, being duly sworn, executed the foregoing Affidavit for the purposes contained therein.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My Commission expires: \_\_\_\_\_