How to apply for a Short Term Rental Certificate online

1. Using your web browser, go to https://www.brooklinema.gov/Permits-and-Licensing

2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:

   Town Clerk
   Online Dog License Renewal Guide

   Enter Online Permit Website

   Questions? Please email us at: BASupport@brooklinema.gov
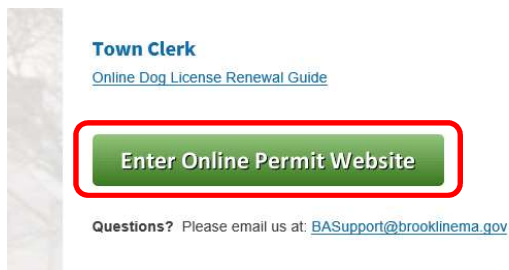
3. If you have not registered with the online system yet, click the Register for an Account link. For instructions on registering, please see https://www.brooklinema.gov/DocumentCenter/View/12298

   Welcome to Brookline MASSACHUSETTS

   ☐ Accessibility Support   Register for an Account   Login

   Back to Town of Brookline's Online Payments Page

   Search...

   | Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

   Advanced Search ▼

   Welcome to the Town of Brookline Citizen Access Portal
   for Permitting and Licensing. We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

   Online Payment Information

   The Town of Brookline offers residents an easy and convenient method to view and pay their real estate, motor vehicle excise, personal property, water, and refuse bills, as well as permits and vital records online. This is a fee based service. The convenience fee for the online bill payment is assessed by the 3rd party merchant. The fee to use a credit / debit card is 2.95% of the transaction with a $ 1.00 minimum fee. We accept

   Login
   User Name or E-mail:

   Password:

   Login »

4. Once you have logged in, choose the **Licenses** menu and click the **Apply for a License** option:

   | Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

   Apply for a License   Search Licenses

   ## Records

   Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act
No records found.							

5. Please review the terms and check the "I have read and accepted the above terms." checkbox – then click **Continue Application**:

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

6. Enter the address for the Rental and click **Search**

| Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

Apply for a License   Search Licenses

Short Term Rental Application

| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 1: Step 1 > Location and Owner
Before proceeding, you must ensure that you understand and comply with all requirements of the Brookline Short Term Rentals Bylaw - 5.11

https://www.brooklinema.gov/DocumentCenter/View/13635/Brookline-Town-By-Laws-PDF

Show Map

*indicates a required field.

Address

| *Street No.: | *Street Name: | Unit No.: |

Search   **Clear**

NOTE: Be sure to review the Short Term Rentals Bylaw – 5.11 then click **Continue Application**

7. Enter the applicant information – to use the information provided upon registering, click **Select from Account**

Short Term Rental Application

| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 2: Step 2 > Application Information

*indicates a required field.

Applicant

Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you already have a license, use the drop-down list to copy information from your contact record on file.

Select from Account   **Add New**   **Look Up**

8. Enter all application information **Please note**: any field with a red asterisk is required:

Custom Fields

GENERAL INFORMATION

* Type of Dwelling:	--Select-- ▼
* Primary Contact Name:	
* Primary Contact Address:	
* Primary Contact Email:	
* Primary Contact Phone:	
* Secondary Contact Name:	
* Secondary Contact Address:	
* Secondary Contact Email:	
* Secondary Contact Phone:	
* Do you own the property?:	○ Yes ○ No
* Number of Permanent Residents:	
* Number of Short Term Rental Guests:	
* Do you meet the requirements outlined in Section 5.11.4?:	○ Yes ○ No

9. Attach documents by clicking the **Add** button

Attachment

The following documents must be attached before proceeding:
- Property Owner Affidavit
- Statement of Responsibility
- Floor Plan
**- Condo Association Approval (If Appropriate)**

The maximum file size allowed is 50 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
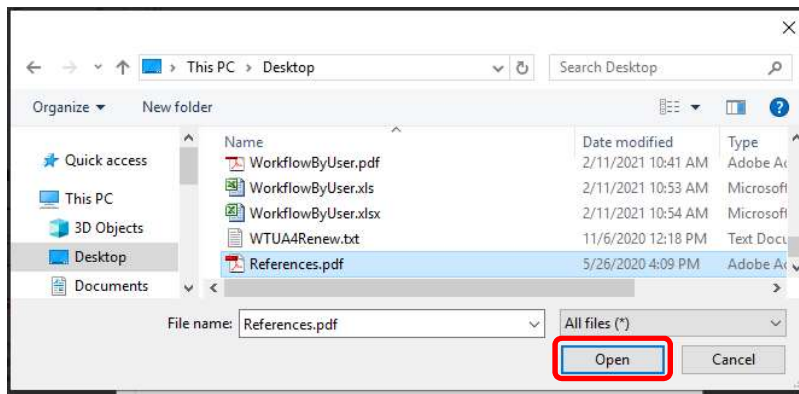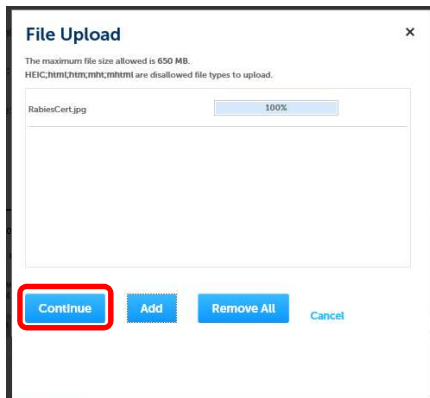
Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   **Save and resume later**

10. On the File Upload screen, click **Add**

File Upload   ✕

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

Continue   **Add**   Remove All   Cancel
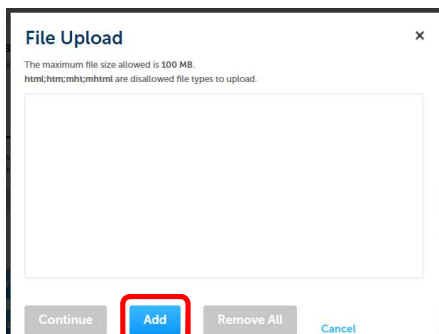
11. Browse to the location of the file(s) you wish to select and click **Open**

12. Once you have attached all necessary documents, click **Continue**

13. Enter the **Type** for each file and then click **Save** and then **Continue Application**

Name	Type	Size	Latest Update	Action
References.pdf	Reference Letter	148.63 KB	03/03/2021	Actions ▼

Add

Continue Application »   Save and resume later

14. After reviewing all information provided, read the Certification and check the "I agree" box. Then click **Continue Application**

The following eligibility requirements shall apply to applicants seeking a Certificate

1. The Short-Term Rental Unit cannot be subject to any local, state, or federal income-eligible or income-restricted program that is designated as below market rate housing.

2. The Short-Term Rental Unit shall not be subject to any outstanding building, sanitary, zoning, or fire code violations, orders of abatement, stop work orders, or other requirements, laws or regulations that prohibit the Operator from offering the residential unit as a Short-Term Rental.

☑ By checking this box, I agree to the above certification.   Date: 10/01/2021

Continue Application »   Save and resume later

15. Submittal Complete

Home **Building** **Board Of Health** **Licenses** **Fire** **Planning** **Clerk Office** **more** ▼

Apply for a License   Search Licenses

Short Term Rental Application

1 Step 1	2 Step 2	3 Review	4 Record Issuance

✓ Your application has been successfully submitted

Thank you for using our online services.
Your Record Number is STR-2021-000003-APP.

ⓘ A notice was added to this record on 10/09/2020.
Condition: Zoning   Severity: Notice
Total Conditions: 1 (Notice: 1)

View additional details

You will need this number to check the status of your application.

Your application will not be complete until you have submitted all required supporting documentation. Please visit our website for additional information,

View Record Details »

Once the application has been reviewed, you will be notified to pay the application fee and you will be contacted to schedule any pre-operation inspections.