

CARLETON SHORES ASSOCIATION, INC.

**P.O. Box 306
East Sandwich, MA 02537**

LONG-TERM RENTAL / EXEMPTION AFFIDAVIT

Note: Submission of this form covers the requirements regarding the completion of a form and affidavit outlined in the CSA [Short Term Rentals Rules and Regulations](#), Section 2.0

PROPERTY INFORMATION

Property Address _____

Owner Name(s) _____

Owner Phone _____

Owner Email _____

SECTION A – TYPE OF EXEMPTION (Check One)

Exemption Type	Select
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Owner-Occupied Rental – The dwelling unit used for rental is also my sole and primary residence.	<input type="checkbox"/>
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Owner-Adjacent Rental – I reside in another dwelling unit within the same building.	<input type="checkbox"/>
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Long-Term Rental (31+ Days) – Rental duration is thirty-one (31) consecutive days or longer.	<input type="checkbox"/>
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Other Legal Tenancy – Tenancy under a written lease, at will, or at sufferance.	<input type="checkbox"/>
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SECTION B – REQUIRED DOCUMENTATION

(Attach copies to this form)

Required Documents for Long-Term or Other Leaseholds	Provided
Current Property Tenancy Agreement (signed lease; acceptable to redact monetary amounts and personally identifiable information such as banking and social security numbers)	<input type="checkbox"/>
Government-issued Photo Identification for Tenant/Lessee	<input type="checkbox"/>
Utility Statement with Tenant's name & address (issued within last 3 months)	<input type="checkbox"/>

SECTION C – CONTACT INFORMATION

Owner / Operator Contact Information (if different from Property Information)

Owner/Operator Name _____

Owner Street Address _____

Owner Phone _____

Owner Email _____

Tenant / Lessee Contact Information

Tenant/Lessee Name _____

Tenant Street Address (if different) _____

Tenant Phone _____

Tenant Email _____

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SECTION D – OWNER CERTIFICATIONS

I/we certify under the **pains and penalties of perjury** that:

1. All information provided is true, accurate, and complete.
2. The unit qualifies for exemption from the short-term rental prohibition as selected in Section A.
3. All required documents have been submitted to the Board.
4. I/we will notify the Board of any changes to tenancy, lease terms, occupancy, or contact information.
5. I/we have posted the dwelling the Association's Rules and Regulations required by By-Law Article VIII, Section 3, paragraphs 4–12.

SECTION E – SIGNATURES

Owner / Operator Signature

Print Name

Date

Co-Owner Signature (if applicable)

Print Name

Date

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SECTION F – HOA USE ONLY

Date Received _____

Received By _____

Notes:
