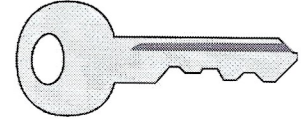


# Candlewood Knolls



## Rental Guidelines

### **New Fairfield Town Law:**

The Town of New Fairfield, Regulation Section 3.1.1 (G) defines **Short Term Rentals** as the leasing and/or use of a dwelling or residential site and/or structure or any portion thereof by a person or entity other than its fee title owner, for a term of **six days or less**.

### ***Short Term Rentals are allowed provided that; the following requirements are met:***

- 1) Issuance of Zoning Permit pursuant section 8.5 based upon a site plan approved by the New Fairfield Zoning Commission in accordance of section 8.1.
- 2) The property owner must be in residence on the property or an abutting property.
- 3) Payment of a Zoning Permit which shall be \$500.00 dollars every 24 month
- 4) Property owner must have a certificate of Insurance for the Proposed Use.
- 5) Occupancy limitation is 2 people per bedroom.

### **Candlewood Knolls Guidelines:**

***All Candlewood Knolls property owners who decide to rent their homes (for Short, Medium or for Long Term stays) are expected to fill out a CK Rental Information Form which asks the owner to do the following:***

- 1) Register renter's: names, telephone numbers, email addresses and the time period they are renting for with Candlewood Knolls. Also provide the make of car, color and plate number for each car at the rental property.
- 2) Provide renters with a copy of our Candlewood Knolls Community Guidelines. The Guidelines can be found on our website. Renters need to initial and return the first page indicating they read them.
- 3) Provide a copy of your *Dwelling Policy Declaration Page*, evidencing coverage of the property for **occupancy by a tenant**. This is a certificate of Proof of Homeowner Insurance with a minimum combination of \$300,000 personal and property liability coverage including specific language declaring the property for use by a tenant. If necessary, claims will be made against this policy in cases of damage to the grounds or individuals due to the actions of the tenant or their guests. (Typically, there is no fee for providing this certificate by the insurance company.)

***All Candlewood Knolls property owners who decide to rent their homes (for Short, Medium or for Long Term stays) must manage the CK Gate System access for their renters according to below:***

1) Short Term Rentals (defined as rentals of 30 days or less): The homeowner is to create and provide the renter with a Virtual Key Visitor Pin code called a Temporary Event Key. The renter will have to stop at the guardhouse call box and enter the digital code for every entry during their stay. The renter may share this digital code with any deliveries or guests they have during their rental stay. The Temporary Event key code is set up through the Cell Gate App by the homeowner and the access dates must coincide with the rental dates so that the access code expires when the rental terminates. For each subsequent short term renter, the homeowner creates a new Temporary Event Key access pin code (Software app allows a maximum of 7 days for Temporary Event Key length but can be reactivated using the app for 7 more days and so on up to the 30 day maximum for this short term rental).

2) Medium Term Rentals (defined as over 30 days and less than 1 year): The homeowner is to provide a RFID tag and digital code to their renter. The homeowner shall provide the RFID tag in a plastic sleeve and keep track of the tag #. At the end of the rental period, the homeowner shall get back the RFID tag from the renter and then may reuse it for their next rental. If the renter does not return the RFID tag, the homeowner must email [gateadmin@candlewoodknolls.com](mailto:gateadmin@candlewoodknolls.com) **ASAP** so the RFID tag can be removed from the gate software. A replacement RFID tag can be purchased for \$30. The homeowner shall also email a request for a digital code for their renter and specifically state the dates the access code will be used. This will allow a renter to share the code with guests or vendors or deliveries during their rental stay. The digital code will be removed from the gate software at the end of the rental period. The homeowner must notify the office as a reminder that the rental period is ending.

3) Long Term Rentals (defined as 1 year or more): The renter will be treated as a resident. The homeowner must fill out a gate information sheet and turn it into the office. The gate admin will set up the renter in the gate software system which will allow their name to be in the gate call box directory, allow them to create the Cell Gate App, and allow them to receive 2 RFID tags and 2 digital codes. The homeowner is responsible for making sure their renter is set up and for training their renter on the gate system use.

**CK Rental Information Form** can be found on the Candlewood Knolls Website or you can call the office at 203-746-4807 or e-mail [office@candlewoodknolls.com](mailto:office@candlewoodknolls.com) for a copy.