

# GENERAL NOTICE FORM AND SELF-VERIFICATION: SHORT TERM RENTAL

## WHO NEEDS TO SUBMIT THIS FORM?

Anyone renting a dwelling, portion of a dwelling, or residential campsite as a short-term rental that is in a subdistrict where these uses are allowed without a permit subject to standards in the Maine Land Use Planning Commission's (LUPC) service area must submit a notice, either this paper notice form or the online version (see below). Note that short-term rental does not include rental of more than one dwelling unit, portion of a dwelling unit, or residential campsite on a single lot, unless the lot is part of a condominium in which the dwelling units are owned individually.



**There is no fee for this notification.**

## WHERE CAN I GET HELP TO COMPLETE THIS FORM?

- Fill out the [LUPC's General Inquiries Form](#). This is the most efficient way to get your questions answered.
- The Maine E911 Address Map, <https://maine.hub.arcgis.com/datasets/maine::maine-e911-addresses-feature/explore>, can help you figure out the E911 address of the rental property.
- The LUPC Zoning and Parcel Viewer, [https://www.maine.gov/dacf/lupc/plans\\_maps\\_data/digital\\_maps\\_data.html#viewer](https://www.maine.gov/dacf/lupc/plans_maps_data/digital_maps_data.html#viewer), can help you figure out the zoning at the rental property location.

You may also visit the LUPC web site at [www.maine.gov/dacf/lupc/](http://www.maine.gov/dacf/lupc/) to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

## SUBMITTING YOUR FORM

Mail a printed copy of your completed notice to:

The Land Use Planning Commission  
Attn: Short-term Rentals  
18 Elkins Lane  
22 State House Station  
Augusta, Maine 04333

**OR**

Email a copy of your completed notice to:

[LUPC@maine.gov](mailto:LUPC@maine.gov)

Include 'Short-term Rentals' in the subject line

**OR**

Complete and submit the form online by visiting:

[www.maine.gov/dacf/lupc/projects/short-term-rentals/operating](http://www.maine.gov/dacf/lupc/projects/short-term-rentals/operating)

and selecting the link for the "Short-Term Rental Notice Portal"

- **OPERATORS OF SHORT-TERM RENTALS EXISTING PRIOR TO JANUARY 12, 2026, MUST SUBMIT A NOTICE BY JULY 11, 2026.**
- **NEW SHORT-TERM RENTAL ACTIVITIES MAY NOT BEGIN PRIOR TO SUBMISSION OF A COMPLETED, SIGNED NOTICE FORM.**

**\*\*\*\*KEEP A COPY OF THIS NOTICE FORM FOR YOUR RECORDS\*\*\*\***

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For office use:

	<b>GN</b>	
Tracking No.		Action No.

# SHORT-TERM RENTAL NOTICE

## 1. SHORT-TERM RENTAL PROPERTY DESCRIPTION AND LOCATION

Township, Town, or Plantation*	County*	Type of Rental* ( <i>dwelling, bunkhouse, <u>or</u> residential campsite</i> )
E911 Address or Name of the Road* ( <i>if named</i> )		Tax Information* ( <i>check tax bill</i> ) Map:                      Plan:                      Lot(s):
Zoning Subdistrict at Rental Property Location*		GPS Coordinates Latitude:    Longitude:
Rental Contact Name*		Rental Contact Phone Number*
Maximum Occupancy*	Number of Bedrooms*	Approximate number of days the Short-term Rental is available for rent in a year
All structures or sites used as part of the rental are approved under LUPC rules or permits* <div style="display: flex; justify-content: space-around; font-size: 0.9em;"> <span>Yes</span> <span>No</span> <span>Unsure</span> </div>		Prior LUPC Permits Approved for this Property, if known ( <i>type and number</i> )
If the property is leased, has the property owner/lessor provided permission for the operation of a short-term rental? <div style="display: flex; justify-content: space-around; font-size: 0.9em;"> <span>Yes</span> <span>No</span> </div>		
If located in a condominium or homeowners association, is the use of the unit as a short-term rental allowed?*		
<div style="display: flex; justify-content: space-between; font-size: 0.9em;"> <span>Yes</span> <span>No</span> <span>Name of the association:</span> </div>		

Best Practices for Short-Term Rental Owners (read and check the box below on the right):

1. Make renters aware of rules (for example, maximum occupancy and parking) and safety features for the rental property.
2. If there are special septic system considerations, post clear instructions to avoid contaminating nearby water bodies through system failures.
3. Provide renters with information they should know about state laws, including:
  - Parking
  - Noise
  - Pets
  - ATVs and Snowmobiles
  - Firearms
  - Fireworks
  - Transporting firewood
  - Preventing the spread of invasive plants
4. Provide renters and neighbors with a contact number for the property to ensure that any emergency or complaint can be dealt with in a timely manner.
5. Provide contact information for emergency services, the E911 address and any instructions for contacting emergency services. For remote locations, include any special driving instructions for emergency evacuations.
6. Make sure you are aware of and in compliance with applicable state and federal laws related to rental properties.

☐ I acknowledge these best practices.\*

**\*Required Fields**

For office use:

	GN	
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Tracking No.

Action No.

# SHORT-TERM RENTAL NOTICE

## 2. SHORT-TERM RENTAL OPERATOR INFORMATION (REQUIRED) AND AGENT AUTHORIZATION (OPTIONAL)

Short-term Rental Operator Name(s)*		Phone Number*	
If an LLC, provide the name of the person(s) authorized to sign on the behalf of the LLC			
Mailing Address*		Email*	
Town*	State*	ZIP Code*	
Agent Name		Phone Number	
Mailing Address		Email	
Town	State	ZIP Code	

I, the PROPERTY OWNER/LESSEE/AGENT, have personally examined and am familiar with the information submitted in this notification, and to the best of my knowledge and belief, this notification is true, accurate, and complete. I understand that if the notification is incomplete, it will be returned and not processed. If I am the Property Owner or Lessee and there is an Agent listed above, I hereby authorize that individual or business to act as my legal agent in all matters relating to this notification. If I am the Agent of the Property Owner or Lessee, I attest that I am legally authorized to act as the agent in all matters relating to this notification. I understand that I am responsible for compliance with all standards administered by the Maine Land Use Planning Commission, as well as any applicable state and federal standards.

**This notification is not valid without the signature and date of the landowner(s) or authorized agent.**

**Short-term Rental Owner Signature(s)\***

**Date**







**Agent Signature (If applicable)\*\***

**Date**



**\*Required Fields**

**\*\*By signing, the Agent is representing that they have the authority to act as an agent for the landowner.**

**PLEASE NOTE: *Activities carried out in violation of the LUPC's Chapter 10 standards are subject to enforcement and possible fines.***

**\*\*\*\*KEEP A COPY OF THIS NOTIFICATION FOR YOUR RECORDS\*\*\*\***