

## SHORT TERM RENTAL CHECKLIST

Short Term Rental registration applications which do not include all required information and materials, as outlined below and per other City policies, will be considered incomplete and shall not be accepted for official submission by the City.

**Submittal Items:**

- Application Form
- Fee (Refer to Fee Schedule)
- A list of all owners, operators, agents (if applicable), and the local responsible party appointed of the short-term rental.
- Names, addresses, and current email addresses and telephone numbers of each above referenced person, and a copy of their driver's license.
- A 24-hour available phone number for the local responsible party.
- Authenticated (notarized) signature by the lawful owner of the premises intended for short term rental authorizing the use of the premises for such purposes.
- An acknowledgement that any permit granted under this Article does not supersede any property-specific restrictions against short-term rentals that may exist under law, agreement, lease, covenant, or deed restriction.
- A depiction of the floor plan that identifies sleeping areas, proposed maximum number of guests, evacuation routes and location of all fire extinguishers, smoke detectors, and other safety devices.
- Guest safety information (parking information, trash schedule, noise restrictions, emergency numbers, etc.).
- Proof of property insurance.
- A sworn statement that the information in the application is accurate, and the operator has met and will continue to comply with all requirements of this Article including, but not limited to, obtaining annual independent inspections of required fire extinguishers in compliance with the city's current Fire Code;
- Proof of compliance and payment of the City's hotel occupancy tax.
- Other information as required by the Director.