



Short-Term Rental Application

Office Use Only

License #: 2022-_____
 Date Paid: __/__/__
 Cash
 Check # _____
 Receipt # _____
 Expires: __/__/__
 Copy of Payment Attached

RENTAL UNIT INFORMATION	
PLATFORMS (Airbnb, VRBO, etc. list all)	# OF SHORT-TERM RENTAL UNITS
SHORT TERM RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME)	
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(if there is more than three (3) Short Term Rental Units please list on page three (3))

APPLICANT/OWNER			
APPLICANT NAME			DATE OF BIRTH
OWNERS MAILING ADDRESS		CITY	STATE
OWNERS PHYSICAL ADDRESS			ZIP
COUNTY	PHONE	EMAIL	

OPERATOR		
The owner or designated agent or representative of the owner who is responsible for compliance with this chapter with respect to the tourist home.		
NAME OF OPERATOR:		
MAILING ADDRESS:	EMAIL ADDRESS	24 HR TELEPHONE

LOCAL CONTACT PERSON

The person designated by the owner, or the owner's authorized agent or representative, who shall be available twenty-four (24) hours per day, seven (7) days per week while the tourist home is rented.

NAME OF LOCAL CONTACT

ADDRESS

CITY

STATE

ZIP

COUNTY

PHONE

EMAIL

VIOLATIONS

- It is unlawful for any owner to offer for rent a short-term rental or to operate a short-term rental without a city permit.
- The tenants of the dwelling have created noise, disturbances, or nuisances, in violation of this code, or violations of state law pertaining to the consumption of alcohol, or the use of illegal drugs, or have disrupted the peaceful enjoyment of neighbors. Each incident shall be counted as a separate violation, even within the same day
- It is a violation of this article if the owner, owner's representative, or an occupant knowingly and willfully violates any provision of this article.

PENALTIES

- The city shall provide the owner or owner's representative with a written notice of any violation of this article.
- For a first offense, the violator shall be subject to a civil penalty in an amount established by resolution of the City council.
- For any subsequent offense, the violator shall be subject to a misdemeanor, pursuant to section 1-3-1 of this code.
- In addition to any other remedy or procedure authorized by law, for three (3) or more violations of or failure to comply with any of the standards of this article the City Council may revoke any or all of the owner's permits and in, addition, may order that no new permit shall be issued for up to three (3) years
- Prior to the revocation of any permit or the denial of a permit for repeated violation of the provisions of this article, written notice of the reasons for such action shall be served on the owner or owner's representative by certified mail at the address(es) on the permit application. Revocation shall become final within ten (10) days of service unless written request for a hearing is received. by the city within twenty (20) days.
- The hearing before the City Council shall be informal and strict rules of evidence shall not apply. The owner or representative may be represented by legal counsel, present oral and written evidence and cross examine witnesses.
- The City Council shall issue a written decision within a reasonable time after the close of the hearing.
- If the owner or representative fails to appear at the hearing or fails to request a hearing, it shall be conclusively established that this chapter was violated and civil sanctions shall apply.

ACKNOWLEDGEMENTS

I will post the following notices and information in a conspicuous place within the unit:

- 1. Good Neighbor Policy
- 2. Business License Certificate
- 3. Short-Term Rental license certificate

I, (print name) _____, an authorized property manager or owner, hereby acknowledge and agree to the following:

That I am responsible for the compliance by the occupant and any guest with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental, and for any unreasonable noise, disturbances of disorderly conduct by the occupant and/or guest.

Signature: _____ Title: _____ Date: _____

RESOURCES & IMPORTANT INFORMATION

RENTAL UNIT INFORMATION

PLATFORMS (Airbnb, VRBO, etc. list all)

OF SHORT-TERM RENTAL UNITS

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