



**Short Term Rental Application**

<b>Owner or Property Management Company Name:</b>
<b>Owner or Property Management Company Address:</b>
<b>Owner or Property Management Company Phone #:</b>
<b>Emergency Contact Name and Phone #:</b> <i>(Note: Must live within 30 minutes of property and be available 24/7)</i>
<b>Contact Persons E-Mail Address:</b>
<b>Utah State Tax Number:</b> <i>(Note: Must be registered to Sevier County)</i>

**Property Information**

<b>Owner of Property:</b>	<b>Address of STR Property:</b>
<b>Owners Phone #:</b>	<b>Parcel ID #:</b>
<b>Owners Mailing Address:</b>	<b>Area Where Property is Located:</b>
<b>Owners E-Mail Address:</b>	

The following information and documentation shall be contained in the application and provided to the County Clerk:

**Note: Incomplete Applications Will Not Be Accepted.**

- A. Completed Application signed by the Owner.
- B. Proof of Ownership for each unit.
- C. Site Plan drawn to scale for each unit, including the parking area with each parking space mapped out.
- D. Proof of valid insurance for each unit being licensed for short term rentals.
- E. Floor plan drawn to scale with dimensions.
- F. Zone designation and street address for each unit.
- G. If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include a Temporary Access Easement from the owners of each property over which vehicles must pass to access the Property. All Temporary Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Temporary Access Easements. Upon the termination of any Temporary Access Easement, it shall be the responsibility of the Owner to obtain a new Temporary Access Easement from the new property owner. Failure to obtain a replacement Temporary Access Easement shall be cause for termination of the License.
- H. Copies of currently valid Town and State Sales Tax collection and accounting numbers in the name of the Owner or the Property Management Company.
- I. The name, address, and contact information including a 24-hour contact phone number for the person at the Property Management Company managing the Property; or, if there is no Property Management Company, the name, address and contact information, including a 24-hour contact phone number, of a person living within 15 minutes of the property(s), who may be the Owner or Owner's Agent, and who can be contacted in the event of an emergency.
- J. Inspection by the Building Inspector and Fire Chief.
- K. A signed acknowledgement on the application, that the Owner, Property Management Company, and/or Owner's agent, if any, have read all of the County's regulations pertaining to the operation of a Short-Term Rental.
- L. The Owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a Property Management Company or other agent of the Owner managing the Short Term Rental, the agent or an authorized officer of the Property Management Company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

As the Owner/Property Management Company for the above listed properties I understand that I am responsible for:

1. The Owner or Property Management Company, or another agent of Owner shall:
  - a. Mail or provide directly to the party signing any rental agreement or reserving the Property a copy of all Short-Term Rental rules and regulations as soon as possible, but no later than 10 days after reserving the Property; and
  - b. Prominently display, on the Property, all the rules and regulations pertaining to Short Term Rentals; and
  - c. Collect appropriate Sales, Resort, and Transient Rental Taxes.
2. Each Short-Term Rental shall have a clearly visible and legible notice within the unit, on or adjacent to the front door, a which contains the following information:
  - a. The name of the Property Management Company, agent, and/or Owner of the Property, living within 30 minutes of the property(s), contact persons telephone number at which that party may be reached on a 24-hour basis; and
  - b. The maximum number of occupants permitted by the license; and
  - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on the Property; and
  - d. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal.
3. The trash pick-up day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that animal-proof containers must be used.

I further understand that the following are prohibited activities for Short Term Rentals, as defined by Ordinance:

1. Occupancy beyond the specified amount in the License; and
2. Parking of vehicles in non-compliance with Sevier County Code.
3. Outdoor sleeping of individual(s), which exceeds the permitted occupancy; and
4. Any unauthorized commercial activities; and
5. The preparation of any food on site for persons other than the allowed occupants and the allowed guests.

The Short-Term Rental property authorized by this License must be managed property. As a condition to holding a valid Short-Term Rental License, the licensee agrees to provide or arrange to provide for adequate maintenance. The minimum services required, and management regulations include:

1. Structural maintenance to preserve substantial code compliance; and
2. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties; and
3. Trash collection which ensures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse. All large boxes must be collapsed, and trash bagged and placed in the appropriate receptacles.

By signing this document, I represent that I have read and am familiar with the Short-Term Rental Ordinance, Title 14, 52.100 of the Sevier County’s Development Code, and that I will conform to all the requirements therein. I also certify that this rental house/ unit complies with all applicable health, safety, fire, and related public safety requirements. I further acknowledge that I understand that it is in my responsibility to contact the County Clerk’s Office at any point that I make a change to a rental unit which might affect the information on my application.

I understand that this license does not preclude me from following the appropriate Homeowner Associate CC&R’s and obtaining approval from the appropriate Homeowner Association for each unit, prior to commencing any rental.

<b>Signature of the Property Owner:</b>	<b>Date:</b>
<b>Signature of the Property Management Company:</b>	<b>Date:</b>
<b>Signature of Contact Person:</b>	<b>Date:</b>

**STAFF USE ONLY:**

**Application Fee:** \_\_\_\_\_

**Amount Due:** \_\_\_\_\_

<b>Staff Signature:</b>	<b>Date:</b>
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