



Tax & Licensing Division

201 S. Cortez

Prescott, Arizona 86303

Phone: (928)-777-1268

Fax: (928)-777-1255

Email: business.license@prescott-az.gov

Requirements for Vacation Rental Registrations:

- The address of the residential property proposed to be used as a vacation rental.
- The name, address, and telephone number of the owner of the unit for which the vacation rental registration certificate is to be issued.
- The name, address, and telephone number of the agent, if any, of the owner of the unit.
- The name, address, and twenty-four (24) hour telephone number of the local contact person and verification that the local contact person can respond by telephone or in person to the site of the vacation rental within the time frames provided in City Code 4-9.
- Evidence that the applicant has provided the name and twenty-four (24) hour telephone number of the local contact person to property owners in immediate proximity on all sides, as shown in the Yavapai County Assessor's records. An example of evidence could be a copy of the letter and the mailing list.
- The number of bedrooms in the vacation rental unit.
- A valid transaction privilege tax license number issued by the Arizona Department of Revenue for the vacation rental unit.