



VACATION RENTAL REGISTRATION

Code Compliance Division
 201 S. Cortez
 Prescott, Arizona 86303
 Phone: (928)-777-1320
 Email: code.compliance@prescott-az.gov

This registration is required for residentially zoned short-term rental properties offered for rent for a period of 29 consecutive days or less, the owner does not occupy the residence during the time period when the property is rented, and the facility is not a hotel, motel, or bed and breakfast. The total initial fee for vacation rentals is \$95, consisting of a \$30 annual vacation rentals registration fee, and a one-time \$65 safety inspection fee. The license is valid for the calendar year and will expire December 31 of each year with renewal required. In subsequent years the fee for renewal will be \$30.

For Office Use Only
Fees:
Reg. Fee <input type="checkbox"/> \$30.00
Health/Safety: <input type="checkbox"/> \$65.00
NAICS Code 721300

General Questionnaire

Check one: <input type="checkbox"/> New Rental Registration <input type="checkbox"/> New Owner of Existing Rental Reg.	Former Owner (if applicable): Previous Registration #:
Check any that apply: <input type="checkbox"/> Name Change Only (no fee required) <input type="checkbox"/> Ownership Change (fee required)	Current Registration (if applicable) #: Date of Change:

Section 1: Business Information

Name of the Vacation Rental ("DBA")	Legal Business Name (if different, for example LLC)
Physical Location of Vacation Rental (Street, Zip Code)	
Current Mailing Address: (Street/P.O. Box, City, State, Zip)	
Business Phone (available to the public):	Start Date in Prescott (Month and Year):
Email:	
AZ State TPT (Sales Tax) Number:	

Section 2: Ownership Information (For additional names, please attach list)

1. Ownership Information	2. Ownership Information
Name:	Name:
Title (Owner, Member, Officer, etc.):	Title (Owner, Member, Officer, etc.):
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Contact Phone:	Contact Phone:
Email:	Email:

Section 4: Business Premises Information

Do you own your Vacation Rental location? Yes No (If no, complete Landlord/Property Manager Information below)

Do you rent a portion of the premises to another entity? Yes No

Landlord/Property Manager Name: _____ Phone: _____

Mailing Address (Street, City, State, Zip): _____

Email: _____

Section 5: Additional information for Vacation Rentals

1. Local Contact Person: see requirements for this contact person in City Code Chapter 4-9.

Name:

Mailing Address:

City, State, Zip:

Contact Phone (24 hr):

Email address:

This person is responsible for (see code for detailed list):

- Available to respond in-person within 45 minutes to any initial or successive complaints of the vacation rental
- Ensuring that the occupants and guests do not create unreasonable noise disturbances, engage in disorderly conduct, or violate provisions of code or any state law
- Ensuring that trash and refuse shall not be left stored within public view except as allowed in Chapter 12-13-16(A)(2).
- Providing responsible persons with list of information required in City Code 4-9.

The number of bedrooms in the vacation rental unit:

Overnight occupancy limit as specified by City Code:

Attach: Evidence that the applicant has provided the name and 24-hour telephone number of the local contact person to property owners, as shown in the Yavapai County Assessor's records, on all sides of the vacation rental property.

I certify that the statements made in this application are true and complete to the best of my knowledge. I understand that issuance of a business license shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. Incomplete forms may not be processed. If additional space is needed please provide a separate page containing that information. Also, this license does not preclude the authority of other city agencies. You should call Planning and Zoning Department at (928) 777-1207 if you have questions concerning land use, zoning, or sign placement before engaging in business.

I have read and I am aware of the requirements in City Code Chapter 4-9 for the operation of a Vacation Rental in the City limits.

Signature _____

Date _____