



## SHORT TERM RENTAL APPLICATION

File #: \_\_\_\_\_

*Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.*

### Owner Information:

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Phone: \_\_\_\_\_

Owners E-mail: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

### Short Term Rental Information:

Physical Address of Short Term Rental: \_\_\_\_\_

Name of local designated local representative: \_\_\_\_\_

Address of designated local representative: \_\_\_\_\_

24/7 Phone Number of local representative: \_\_\_\_\_

E-mail of Local representative: \_\_\_\_\_

Has the subject property passed inspection showing compliance with applicable Fire & Building Codes? \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

### If Applying For Non-Owner Occupied Within Residential Zones:

Have you included a list of addresses of property owners within 200' notifying them of your application for a Short Term Rental along with contact phone and name of the local representative : \_\_\_\_\_

**Staff Use Only**

Permit Fee: \$ \_\_\_\_\_ Paid: \_\_\_\_\_ Zone: \_\_\_\_\_ Owner Occupied: Yes  No

Inspection:  Copy of Code:  200' Mailing:

3-12-3.E.C. Exempt: Yes  No  Name: \_\_\_\_\_

Issued on \_\_\_\_\_ by \_\_\_\_\_

1. I acknowledge I have reviewed and agree to abide by, Sandpoint City Code Title 3 Chapter 12 Short Term Rental of Dwelling Unit and Title 3 Chapter 10, Hotel/Motel Occupancy Tax requirements.
2. I agree this vacation rental property, if residentially zoned, shall be rented for not less than two (2) nights.
3. I understand the property owner shall designate a local representative who permanently resides within twenty (20) vehicular miles of Sandpoint city boundary or a licensed property management company with a physically staffed office within twenty (20) vehicular miles of Sandpoint city boundary.
4. I understand a short term rental permit is issued to a specific owner of a dwelling unit and that when the permit holder sells or transfers the real property (unless transferred to a spouse or child per 3-12-4.1.b), the permit will be revoked, requiring the new owner to apply for and receive a short term rental permit before using the dwelling as a short term rental.
5. I understand in the event that the Police Department is not able to contact the local representative in a timely manner more than twice during the term of the annual permit, this shall be considered a violation and may subject the permit to revocation in accordance with Section 3-12-5.
6. I understand I am responsible to post the Short Term Rental Permit within the dwelling, adjacent to the front door. At a minimum, the permit will contain the following information: The name of the local representative and a telephone number where the representative can be reached; The name and number where the property owner can be reached; The telephone number and website address of the city of Sandpoint and the Sandpoint police department; The maximum number of occupants permitted to stay in the dwelling; The solid waste collection day; and the Sandpoint Snowplow regulations.
7. I understand unless otherwise provided, any person who shall commence or continue to operate a short term rental for which a permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction and, upon conviction thereof, shall be fined one hundred dollars (\$100.00). An infraction is a civil public offense, not constituting a crime, for which no period of incarceration is imposed. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
8. I understand License issuance and continued validity for non-owner occupied short term rentals within residential zones shall be contingent upon the owner's good faith effort to actively engage in the rental of the property. Failure to provide documentation of rental activity for a minimum of twelve (12) nights during a twelve (12) month period, pro-rated quarterly, prior to the short term rental permit renewal deadline shall constitute an immediate forfeiture of the license.

*I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.*

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Name

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Date