

	<p>Application for RESIDENTIAL SHORT-TERM RENTAL</p>
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Property Owner: _____ Mailing Address: _____

Owner Contact Information: Phone: _____ Email: _____

Property Management Contact Name: _____
 Phone: _____ Email: _____

Property Street Address: _____

Zoning Classification: _____ Number of Bedrooms Offered for Rent: _____

URL for an advertisement of the rental. _____

Required documents to be submitted with the residential short-term rental application.

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	
	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	
	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
	Floorplan depicting the location of: <ul style="list-style-type: none"> • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers 	
	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	
	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	

APPLICANT SIGNATURE: _____ DATE: _____

Date Application Received: _____ Application # _____ Received by: _____

30-Day Objection Period: _____ Objection Filed: YES NO PC Hearing Date: _____

Approval Date: _____ Denial Date: _____