

APACHE COUNTY COMMUNITY DEVELOPMENT

P. O. Box 238
St. Johns, AZ 85936
(928) 337-7623

NIGHTLY RENTAL LICENSE APPLICATION

Fee \$300

Table with 2 columns: ITEMS TO BE CHECKED BY STAFF, DATE/BY. Rows include Application Fee Received, Renew License Fee Received, Copy of Sales Tax License Collected.

THIS APPLICATION WILL NOT BE ACCEPTED IF NOT COMPLETE!

Please Type or Print:

Application Period (Month/Year) to Sales Tax Number
(If using a local management company, list their name as they have a copy on file with the Town.)

Owner Name Mailing Address

City State Zip Phone

E-mail Cell Phone

Subject Property Address # of Bedrooms

Subject Property Legal Description

Lot Number Block Number Subdivision Name
or,
Section Township Range Parcel #

If different than owner:

Property Manager Manager Address

Management Phone Number

Local Contact Person Contact Address

Contact Phone Number

I certify under penalty of perjury and license revocation that I am the authorized representative of the property owner, that I have read, know and fully understand the information and provisions of this license and the accompanying ordinance section governing nightly rentals; that as the legal representative of the property for which application for a business license is made and acting as agent of the owner of said property, I recognize, and understand that residential buildings, which may be used as nightly rentals, including all single family homes, may not have been constructed in a manner to meet building code requirements for commercial buildings; I do herein agree and represent to Apache County that said residential units will not be used for any purpose other than the intended single family residential use; I certify that the information provided on this form is correct and that later changes to the information provided must be submitted within ten (10) business days of the change. I acknowledge and understand the following: 1) THIS IS NOT A LICENSE, but merely an application for a license to do business with the unincorporated area of Apache County. 2) That if my application is approved, I shall be notified and issued a license which must be displayed at my place of business at all times. 3) That all Business Licenses expires on December 31 of the year issued. 4) That the granting of this license to do business within the unincorporated areas of Apache County does not discharge or replace any other licensing or registration requirements I may have under City, County, State or Federal laws.

Signature of Applicant Dated

This application must accompany

- Two site plans that shows
1. Location of structure & all accessory building
2. Parking (Total Drive and Parking shown/label sq. ft.)
3. Snow storage (Show and label sq. ft.)
4. Dumpster location including identification of Trash Company and schedule of pick up
Heath Department Permit
Sales tax license and pay the appropriate sales taxes
Provide written notice to the Assessor's office that the property is being used as a nightly cabin rental
Complete Inspection Report