



# CITY OF DENTON

## SHORT-TERM RENTAL REGISTRATION

<b>PERMIT NUMBER:</b>
<b>DATE RECEIVED:</b>

*Application must be filled out, signed, and submitted with all required documents attached.*

### Requirements Checklist

- No External Signage
- Working Smoke Alarms
- Working Carbon Monoxide Alarm
- Working Fire Extinguisher (5lbs., ABC rated)
- Sample Informational Brochure
- Maximum Number of Occupants Permitted<sup>1</sup>
- Floor Sketch Plan with Room Dimensions
- Site Plan or Survey Showing Parking Areas/Spaces
- Two Forms of Proof of Primary Residence of Property Owner<sup>2</sup>

<sup>1</sup> Occupancy limit – no more than two adults per bedroom plus two additional adults with a maximum of 10 persons total.

<sup>2</sup> Proof of primary residence may include: motor vehicle registration, driver's license, Texas State ID card, voter registration, property tax documents or utility bill.

### Property Address of the Short-Term Rental

### Property Owner Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ 24-Hour Contact Number \_\_\_\_\_

Email \_\_\_\_\_

### Property Owner's Local Emergency Contact Representative

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ 24-Hour Contact Number \_\_\_\_\_

Email \_\_\_\_\_

I certify that I am the property owner and occupy this residence as my primary residence and I will provide an informative brochure to my guests that includes my 24-hour contact information and a local 24-hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions and trash collection schedules) and information to assist guests in case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short-term rental based on the 2019 Denton Development Code and will include the prohibition against the use of the property for having a party in any advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the City of Denton as a short-term rental in all advertisements.

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

### HOTEL OCCUPANCY TAX INFORMATION

The City of Denton imposes a 7% hotel occupancy tax per Chapter 10: Finance and Taxation of its municipal code. Reporting and payment of the city's 7% occupancy tax is made by the property owner directly to the City of Denton using its required reporting form. New lodging properties must contact the city's Finance department before collecting and paying the imposed 7% occupancy tax. **Please contact the Finance Department at (940) 349-8206 for more information.**