



Owner-Occupied Short-Term Rentals

Business Registration Submittal Checklist



NAME OF OWNER: _____ PHONE NO: _____

OWNER EMAIL ADDRESS: _____

OWNER MAILING ADDRESS: _____

OWNER PHYSICAL ADDRESS: _____

AGENT NAME: _____ PHONE NO: _____

AGENT EMAIL ADDRESS: _____

AGENT MAILING ADDRESS: _____

NEW MEXICO GROSS RECEIPTS TAX NUMBER: _____

HOW MANY OTHER STR LICENSES DO YOU HOLD WITHIN SANTA FE COUNTY INCLUDING WITHIN CITY LIMITS?

ADDRESSES & LICENSE #s OF OTHER STRS _____

SHORT TERM RENTAL INFORMATION

PHYSICAL ADDRESS OF STR: _____

MAILING ADDRESS OF STR: _____

I CERTIFY THAT THIS PROPERTY IS MY PRIMARY RESIDENCE: _____ (INITIAL)

I PROVIDED THE FOLLOWING PROOF OF PRIMARY RESIDENCE _____

(E.G. utility bill, voter registration, motor vehicle registration, deed, lease, driver's license other state-issued identification, IRS W2 form, bank statement)

IS THE STR A FULL DWELLING? PARTIAL DWELLING? ACCESSORY DWELLING? (CHECK ONE)

NUMBER OF BEDROOMS RENTED _____

ARE THE BEDROOMS IN YOUR PRIMARY DWELLING OR AN ACCESSORY DWELLING (CHECK ONE)

NUMBER OF ON-SITE PARKING SPACES FOR OCCUPANTS (INCLUDING DAYTIME OCUPANTS): _____

LOCATION OF PARKING SPACES: _____

DESCRIBE WHERE YOU STORE TRASH (INSIDE OR IN A CONTAINER) _____

HOW IS YOUR TRASH REMOVED FROM THE PROPERTY? _____

HOW OFTEN IS TRASH REMOVED FROM THE PROPERTY? _____

INITIAL TO CONFIRM THAT ALL LISTINGS WILL INLCUDE YOUR BUSINESS REGISTRATION NUMBER _____

INITIAL TO CONFIRM YOU WILL COMPLY WITH EXISTING WATER RESTRICTIONS: _____

INITIAL TO CERTIFY THAT YOU WILL COMPLY WITH THE FIRE PROTECTION STANDARDS AND HAVE SUBMITTED THE
FIRE CODE COMPLIANCE CERTIFICATION: _____

INITIAL THAT YOUR PROPERY IS POSTED WITH THE ASSIGNED PHYSICAL ADDRESS: _____

I CERTIFY THAT I WILL COMPLY WITH THE QUIET HOURS OF 10PM TO 7AM _____(INITIAL)

INITIAL TO CERTIFY THAT YOUR HOA COVENANTS DO NOT PROHIBIT SHORT TERM RENTALS: _____

NAME OF PERSON WHO CAN BE CONTACTED 24/7: _____

PHONE NO: _____ EMAIL: _____

A business registration fee of \$35.00 will be assessed at time of approval, and thereafter, before March 15 of each calendar year. A late fee of \$10.00 will be assessed on ANY untimely payment. Business Registrations are effective from date of issuance through the end of the calendar year. Thereafter, registrations are effective from January 1 through December 31 of each year.

APPLICANT SIGNATURE: _____ **DATE:** _____



LOCATION ID: _____ **UPC:** _____

DEVELOPMENT PERMIT NO: _____ **BUSINESS REGISTRATION NO:** _____

OCCUPANCY LIMIT: _____ **DAYTIME OCCUPANCY LIMIT:** _____

PARKING SPACES PROVIDED: _____

TOWNSHIP _____ RANGE _____ SECTION _____ COMMISSION DISTRICT _____

FEE PAID \$35.00 _____ RECEIPT NO. _____ PROCESSED BY _____

LAND USE DIRECTOR _____ DATE _____ FINANCE _____ DATE _____

COMMENTS: _____
