

GARDEN CITY
SHORT TERM RENTAL APPLICATION

Business Name:	Owners Name:
Business Address:	Owners Address:
Business Phone #:	Owners Phone #
Web Address:	Contact Persons E-mail address:
Emergency Contact Phone #: <small>(must live within 15 minutes of property & be available 24/7)</small>	
Utah State Tax Number:	

The following information and documentation shall be contained in the application and provided to the Clerk:

- A. Completed Application signed by the Owner.
- B. Proof of Ownership for each unit.
- C. Site Plan drawn to scale for each unit.
- D. Zone designation and street address for each unit.
- E. If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include a Temporary Access Easement from the owners of each property over which vehicles must pass to access the Property. All Temporary Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Temporary Access Easements. Upon the termination of any Temporary Access Easement, it shall be the responsibility of the Owner to obtain a new Temporary Access Easement from the property transferred. Failure to obtain a replacement Temporary Access Easement shall be cause for termination of the License.
- F. A letter from the Homeowners Association of the subdivision in which the Property is located verifying that nightly/short term rentals are not prohibited in the CC&R's.

- G. Copies of currently valid Town and State Sales Tax collection and accounting numbers in the name of the Owner or the Property Management Company. The name and address and contact information including a 24-hour contact phone number for the Property Management Company managing the Property; or, if there is no Property Management Company, the name, address and contact information, including a 24-hour contact phone number, of a person living within 15 minutes of the property(s), which may be the Owner or Agent of the Owner of the Property, who can be contacted in the event of an emergency.

You must fill out one section for each location you are renting:

Owner of Property:	
Address of Property:	Subdivision or resort where property is located:
Contact Name:	Number of sleeping rooms:
Contact Phone #: <small>(must live within 15 minutes of property & be available 24/7)</small>	Number of on-site parking spaces:
Allowed Occupancy:	

Owner of Property:	
Address of Property:	Subdivision or resort where property is located:
Contact Name:	Number of sleeping rooms:
Contact Phone #: <small>(must live within 15 minutes of property & be available 24/7)</small>	Number of on-site parking spaces:
Allowed Occupancy:	

Owner of Property:	
Address of Property:	Subdivision or resort where property is located:
Contact Name:	Number of sleeping rooms:
Contact Phone #: (must live within 15 minutes of property & be available 24/7)	Number of on-site parking spaces:
Allowed occupancy:	

As the Owner/Property Management Company for the above listed properties I understand that I am responsible for:

1. The Owner or Property Management Company, or other agent of Owner shall:
 - a. mail or provide directly to the party signing any rental agreement or reserving the Property a copy of all Short Term Rental rules and regulations as soon as possible, but no later than 10 days after reserving the Property; and
 - b. prominently display on the Property all of the rules and regulations pertaining to Short Term Rentals.
 - c. collect appropriate Sales, Resort, and Transient Rental Taxes.
2. Each Short Term Rental shall have a clearly visible and legible notice within the unit on or adjacent to the front door, containing the following information:
 - a. The name of the Property Management Company, agent, and/or Owner of the Property, living with 15 minutes of the property(s), contact person telephone number at which that party may be reached on a 24-hour basis;
 - b. The maximum number of occupants permitted to stay in the Property as defined by the Town of Garden City's Building Official at the time of license;
 - c. The maximum number of vehicles allowed for the occupants of the Property and that all allowed vehicles must be parked on the Property;
 - d. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal;
3. The trash pick-up day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that animal-proof containers must be used.

I further understand that the following are prohibited activities for short term rentals, as defined by ordinance:

1. Occupancy beyond the specified amount in the License.
2. Parking of vehicles in non-compliance with section 607 B of this ordinance.
3. Outdoor sleeping of individual(s), which exceeds the occupancy level.
4. Any unauthorized commercial activities.
5. The preparation of any food on site for persons other than the allowed occupants and the allowed guests.
6. There shall be no employees of the Owner or the property management company living in the Property; provided, however, if the Property has a Secondary Unit, this section does not restrict whom the Owner may have as a tenant.

The short term rental property authorized by this ordinance must be managed properly. As a condition to holding a valid short term rental license, the licensee agrees to provide or arrange to provide for adequate maintenance. In the event an owner agrees to be responsible for property maintenance, the licensee must present a statement to that effect signed by the owner. The minimum services required and management regulations include:

1. Structural maintenance to preserve substantial code compliance as described herein.
2. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties.
3. Trash collection which insures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse. All large boxes must be collapsed and trash bagged and placed in the appropriate receptacles.

By signing this document I declare that I have read and am familiar with the Short Term Rental Ordinance Section 8-600 of the Garden City Municipal Code and that I will conform to all the requirements therein. It is also my responsibility to contact the Garden City Office at any point when I add a new rental unit or delete a rental unit.

I understand that this license does not preclude me from following the appropriate Homeowner Association CC&R's and obtaining approval from the appropriate Homeowner Association for each unit prior to commencing any rental. I further understand that not all subdivisions within the Garden City limits allow short term rentals and my unit may be located within one such subdivision.

Signature of the Owner of property

Date

Signature of Property Management Company

Date

Signature of Contact Person

Date

Application fee, **NON-REFUNDABLE**: \$100 plus \$100 per unit

Approval of Building Inspector:

Approval of Fire District:

The foregoing application was _____ approved _____ disapproved at a meeting of the Garden City Town Council held on _____ day of _____, 200 ____.