



# Short Term Rental – Type A

## Application

Rev.20190917

### Part 1 –

Applicant Name: \_\_\_\_\_

Rental Site Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Property Owner Name (if different from above): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number(s): (work) \_\_\_\_\_ (other) \_\_\_\_\_

Email Address: \_\_\_\_\_

UBI or WA State Sales Tax Number (where sales tax will be paid): \_\_\_\_\_

Expiration \_\_\_\_\_

### Part 2 –

Requirements for rental property permit:

- Complete Type-A Short-Term Rental Permit Application
- Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short term rental use
- Payment for Type-A Permit Fees (\$150 initial, \$100 renew)
- Copy of Liability Insurance for the rental property
- Copy of Spokane Business License
- Plan showing parking, floor plan, fire safety plan, and site plan (verification by Fire Department or Plan Reviewer may be required)

### Part 3 –

Please identify the structure type of the short term rental:

- Single Family House       Attached House       Duplex       Multifamily Unit
- Attached Accessory Dwelling Unit       Detached Accessory Dwelling Unit

Please identify space to be rented:

- Entire Unit       Single Bedroom       Multiple Bedrooms

### Part 4 –

- Commercial activities proposed
- Conditional Use Permit required



## Part 5 –

### Responsibility Statement

- \_\_\_\_\_ I will rent a maximum of \_\_\_\_ bedrooms to overnight guests with no more than 2 adults per bedroom.
- \_\_\_\_\_ I have reviewed the accessory short-term rental general regulations and agree to operate my short-term rental in compliance with the regulations.
- \_\_\_\_\_ I will maintain a record of booking that includes the names and home addresses of guests, guest’s license plate numbers if traveling by car, dates of stay, and the room assigned to each guest.
- \_\_\_\_\_ I have reviewed, in its entirety, the short-term rental program information.
- \_\_\_\_\_ I will include my short-term permit number in all advertising.
- \_\_\_\_\_ I will register my short-term rental business with the City of Spokane and will submit the appropriate transient lodging taxes.
- \_\_\_\_\_ I understand that failure to comply with applicable regulatory standards may result in revocation of permit.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date