



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

City of Phoenix
Planning and Development Department

AFFIDAVIT AND ATTESTATION
ACKNOWLEDMENT OF SHORT-TERM RENTAL (STR)
PERMIT REQUIREMENTS AND AGREEMENT

Pursuant to Ordinance G-7156, Sec. 10-197(A)(8) – SHORT-TERM RENTAL PERMIT APPLICATIONS; CONTENT, a signed agreement must be submitted with each short-term rental permit application.

Pursuant to Ordinance G-7156, Sec. 10-200 – CRIMINAL BACKGROUND VERIFICATION, the owner or owner's designee must submit a notarized attestation that **both the owner and owner's designee** are not registered sex offenders or have not been convicted of any felony act that resulted in death or serious physical injury, or any felony use of a deadly weapon during the 5 years before the permit application date.

Permit No. (if available) _____

Property Address _____

Property City _____ Property State _____ Property Zip _____

Owner _____
Name (Printed)

Owner's Designee (if applicable) _____
Name (Printed)

Owner and Owner's Designee (if applicable) affirm the following (check mark each box):

Owner Designee

- | | | |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a valid Transaction Privilege Tax (TPT) License in accordance with A.R.S. § 42-5005. |
| <input type="checkbox"/> | <input type="checkbox"/> | The property is registered with the Maricopa County Assessor's Office in accordance with A.R.S. § 33-1902. |
| <input type="checkbox"/> | <input type="checkbox"/> | Liability Insurance coverage with an aggregate of at least \$500,000 and will maintain coverage for the STR property. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is currently no suspended STR permit for this property. |
| <input type="checkbox"/> | <input type="checkbox"/> | I am not a registered sex offender nor have not been convicted of any felony act that resulted in death or serious physical injury, or any felony use of a deadly weapon during the 5 years before the permit application date. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have lawful presence in the United States. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand that I must send, by certified mail, a Notice of Intent to Operate a Short-Term Rental to all neighboring properties, homeowners' associations, and registered neighborhood associations within 600 feet of the short-term rental property. |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand that before offering a property for rent, I must submit to the Planning and Development Department, an Attestation of Compliance with the Notification requirement and all other items listed in Sec. 10-199(C). |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand I must renew my permit every 12 months and pay the applicable fees. |

☐ ☐ I understand that I must submit a written description or map showing the locations of the smoke detector, carbon monoxide, fire extinguisher, and other required safety equipment.

REQUIRED SUBMITTALS

- Attestation of Compliance with Notice of Intent to Operate STR (notarized)
- Affidavit and Attestation - Acknowledgement and Agreement (notarized)
- Description/Map of Safety Equipment
- Owner's Designee Authorization (if applicable)

As the property Owner and Owner's Designee (if applicable), I acknowledge and understand the Short-Term Rental application requirements for obtaining a permit and agree to comply with all applicable laws, regulations, and ordinances.

I attest that I am the owner or acting on the owner's behalf and the information contained in the permit application is correct and accurate to the best of my knowledge.

OWNER _____
Signature Date

State of: _____

County of: _____

This instrument was acknowledged before me this _____ day of _____,
20_____, by _____. In witness whereof, I hereunto set my
hand and official seal.

Notary Public

My Commission expires _____

OWNER'S DESIGNEE _____
Signature Date

State of: _____

County of: _____

This instrument was acknowledged before me this _____ day of _____,
20_____, by _____. In witness whereof, I hereunto set my
hand and official seal.

Notary Public

My Commission expires _____

Rev. 9/2023

For more information, visit www.phoenix.gov/STR or send inquiries to vacation.rental@phoenix.gov