



# Town of Little Elm

## 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<sup>2</sup>

- 1 Occupancy limit – no more than two adults per bedroom plus two additional adults with a maximum of 10 person’s total, including adults and children.*
- 2 Vehicle limits: There shall be no more than five additional vehicles, not including any vehicles owned by the owner, without encroaching onto streets, sidewalks or alleys; other public rights-of-way or public property.*

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 or authorized Agent and I will provide an informative brochure to 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 Ordinance 1547 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 Town of little Elm as a short-term rental in all advertisements.

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

### HOTEL OCCUPANCY TAX INFORMATION

The Town of Little Elm imposes at 7% hotel occupancy tax per Article III- Hotel Occupancy Tax of its municipal code. Reporting and payment of the city’s 7% occupancy tax is made by the property owner directly to the Town of Little Elm using its required reporting form. New lodging properties must contact the town’s Finance department before collecting and paying the imposed 7% occupancy tax. **Please contact the Finance Department at (214) 975-0415 for more information.**