



## SHORT TERM RENTAL BUSINESS REGISTRATION FORM

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**BUSINESS INFORMATION:**

Applicant Legal Name or Business Name: \_\_\_\_\_

Applicant Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip

Type of Entity:  Corporation  Partnership  Individual/Sole Proprietorship  Limited Liability Company (LLC) (Single Member)  Limited Liability Company (LLC) (Multi-Member)  Other (Explain)

Owner/Entity Federal Identification or Social Security # \_\_\_\_\_

**Note:** Attach a separate sheet detailing information if there are additional owners for the property

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**CONTACT INFORMATION:**

Name/Title: \_\_\_\_\_

Business Phone # \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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**RENTAL PROPERTY INFORMATION: (please complete a separate form for each property)**

Property address (including apartment/unit #s): \_\_\_\_\_

Date Property First Rented: \_\_\_\_\_ Do you occupy this property as your primary residence? \_\_\_ YES \_\_\_ NO

- If you answered **YES**, your rental is classified as a **HOMESTAY**. Please contact the Auburn Planning Department at [webplanning@auburnalabama.org](mailto:webplanning@auburnalabama.org) or (334) 501-3040 for a Home Occupation Permit. **A copy of your Home Occupation Permit must accompany this completed page to obtain a City of Auburn business license.**
- If you answered **NO**, your rental is classified as **SHORT-TERM NON-PRIMARY RENTAL (STNPR)**. Please answer the following question:

Do you have a property management company manage this property? \_\_\_\_\_ If answered YES, please provide the name and contact information for the property management company \_\_\_\_\_

**Short-Term Non-Primary Rentals (STNPR) require a Zoning Certificate to be issued by Auburn Planning. This completed form must accompany a Zoning Certificate for each STNPR address before a City of Auburn business license will be issued. Contact Planning by email at [webplanning@auburnalabama.org](mailto:webplanning@auburnalabama.org) or call (334) 501-3040.**

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<b>FIRST YEAR LICENSE FEES:</b>	Rental Start Date Jan 1 <sup>st</sup> – Jun 30 <sup>th</sup>	Rental Start Date After July 1 <sup>st</sup>
	\$105	\$55

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**Monthly Lodging Tax is to be filed and remitted on all short term rentals receipts.**

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Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date