



Short Term Rental Declaration Form

This declaration must accompany the Short-Term Rental Business License application.

A short-term rental is the rental of a residential unit for less than thirty days.

*Completed forms or questions can be emailed to **license@kirklandwa.gov**.*

Short-Term Rental Property Address _____

State of Washington Uniform Business Identifier Number (UBI) _____

City can accept and hold an otherwise complete application until a UBI number has been provided.

Applicant agrees City can fill in the UBI number onto the application when received.

Name of Property Owner _____

Property Owner Address _____

Property Owner Primary Residence (if different) _____

Property Owner Email _____

❖ **If the property owner is an entity select type:**

- ☐ **Corporation**
- ☐ **Partnership**
- ☐ **Limited Liability Company (LLC)**
- ☐ **Sole Proprietorship**

The name, title (e.g. officer title), address, telephone number, and e-mail address of each individual with authority to speak on behalf and bind owner must be submitted on an accompanying page.

❖ **If the business license applicant is a long-term renter or property management firm:**

Name of Applicant _____

Address of Applicant _____

Applicant Phone Number _____

Applicant E-mail _____

❖ **If the Applicant has an "Authorized Agent" for short-term rentals:**

Name of Authorized Agent _____

Address of Authorized Agent _____



Authorized Agent Primary Residence Address (if different) _____

Authorized Agent Phone Number _____

Authorized Agent E-mail Address _____

- ❖ **If Owner or Non-Owner Applicant (or their “Authorized Agent”) will not continuously occupy short-term rental property as his or her primary residence, please provide the following “Property Manager” information:**

Name of Property Manager _____

Property Manager Address _____

Property Manager Phone Number _____

Property Manager Email _____

As the owner or authorized agent of the property listed above, I agree to all of the following regulations:

- In order to be eligible to enter into short-term rental agreements in Kirkland, one of the two options below applies to me as the owner applicant or non-owner applicant of the detached dwelling unit (i.e. single family residence) on the property (*this provision does not apply to attached or stacked dwelling units, i.e. multi-family*):
 - I (or my authorized agent) continuously occupy(ies) the detached dwelling unit as my (or his or her) primary residence, in which cases there is no limit on the total number of days that short-term rentals can be undertaken; OR
 - I (or my authorized agent) occupy(ies) all or a portion of the short-term rental as my (or his or her) primary residence for a total of at least 245 days per year, in which case (1) short-term rentals are limited to a total of 120 days per year and (2) a property manager must be identified and available as provided for above when the property is not so occupied
- All short-term rental agreements at the property will include provisions encouraging renters to exercise best efforts to avoid conflicts with neighbors, including those related to issues such as noise, littering, parking and trespass, and I and my authorized agent (if any) are jointly responsible to the city for exercising best efforts to help ensure such conflicts are avoided as a condition of maintaining a City business license
- I understand the owner must continuously maintain State of Washington and City of Kirkland business licenses in order to enter into short-term rental agreements in Kirkland
- Short-term rentals (30 days or less) are subject to payment of lodging excise taxes, and I acknowledge that the owner is responsible for ensuring those taxes are timely remitted (this will be acknowledged by signature of owner in connection with non-owner applications)



- I understand that there may be no more than two short-term rental agreements at the property at any one time
- I have read and understand the contents of Chapter 7.02 KMC, Business Licenses and Regulations, applicable to this City of Kirkland business license application
- Any identified property manager is located within 15 miles of any short-term rental property and will be continuously available when the owner applicant or non-owner applicant (or their authorized agent) is not occupying the property, and such name and contact information shall be provided to all property renters as well as the City
- There are no pending code enforcement or other City actions pending related to the property
- The property is and shall remain in compliance with all applicable zoning, building, safety, fire and health regulations
- The property is in compliance with the off-street parking requirements applicable to bed and breakfast home occupations under the City's zoning code (KMZ Section 115.65.4.j(5))
- The property is adequately insured against property damage and injuries associated with its use as a short-term rental
- I understand that my use of the property is subject to the City's zoning requirement that the property not be occupied by more than five unrelated persons at any one time (KMZ Sections 5.10.250 and 5.10.300)
- I agree to cooperate with the City in respect to any City reviews associated with my compliance with any of the foregoing representations and requirements.

I certify and declare that to the best of my knowledge and belief the foregoing information and statements are true and correct.

Property Owner Signature

Date

❖ Printed Name _____

Non-Owner Applicant Signature

Date

❖ Printed Name _____

Authorized Agent Signature

Date

❖ Printed Name _____