



CITY OF WILLIAMS
113 SOUTH 1ST ST
WILLIAMS, AZ 86046

SHORT-TERM/VACATION RENTAL REGISTRATION FORM

PROPERTY INFORMATION

COMPLETE PHYSICAL ADDRESS OF SHORT TERM/VACATION RENTAL:

LIST ALL PLATFORM(S) / ONLINE MARKET PLACE WHERE RENTAL IS LISTED:

NUMBER OF BEDROOMS: _____

NUMBER OF FIRE EXITS: _____

RENTAL STATUS:

The above property was or is being rented on a short term basis (less than 30 consecutive days)

CITY OF WILLIAMS BUSINESS LICENSE #: _____ (Required)

CONTACT INFORMATION

NAME OF PROPERTY OWNER ☐ AND/OR AUTHORIZED AGENT/COMPANY ☐

LAST: _____ FIRST: _____ M.I.: _____

MAILING ADDRESS: _____ CITY: _____ STATE _____ ZIP CODE: _____

PHONE: _____

EMAIL: _____

Has the property been registered with the County Assessor as a short term rental property? YES ☐ NO ☐

Has the property obtained a Transaction Privilege Tax License (TPT)? YES ☐ NO ☐

If you own a short-term/vacation rental your will be required to obtain a transaction privilege tax license from the Arizona Department of Revenue. Short-term/vacation rentals are required to remit transaction privilege tax at the same rate as a hotel (transient occupancy tax). Please use this link <https://azdor.gov/> to obtain your Transaction Privilege Tax license from the Arizona Department of Revenue.

The City of Williams charges a 1st time registration fee for short-term/vacation rentals of \$125.00 and an annual Fire/Safety Inspection fee of \$65.00, both are due at time of application submittal. Annual registration is required and will be charged at a rate of \$75.00 due on January 1st of each year, along with the annual \$65.00 Fire/Safety Inspection fee.

EMERGENCY CONTACT

CONTACT INFORMATION OF PERSON WHO HAS AUTHORITY & RESPONSIBILITY TO RESPOND BY TEXT OR PHONE WITHIN 30 MINUTES AND BE ABLE TO RESPOND IN PERSON AT THE PROPERTY WITHIN 60 MINUTES.

FIRST NAME: _____ LAST NAME: _____

COMPANY: _____

CELL
PHONE: _____ EMAIL: _____

ALTERNATIVE PHONE NUMBER: _____

Disclaimer and Signature

If you are registering more than one short-term/vacation rental property, a separate application along with all fees, must be submitted for each property

The City of Williams has up to 7 business days to approve or reject the requested registration for the above vacation rental property. No registration will be approved without a current business license through the City of Williams and a valid State of Arizona Transaction Privilege Tax License.

The undersigned is the owner of the short-term/vacation rental or authorized to file this form on behalf of the owner.

The undersigned has read and understands the definitions and provisions of The City of Williams Ordinance and The City of Williams Code. This includes changes in emergency contact updates within 10 days.

The undersigned acknowledges all rules and regulations regarding The City of Williams registration of short-term/vacation rental properties and acknowledges they will be fined up to \$1,000 a month for violations.

Signature: _____ Date: _____