



CITY OF VALLEY MILLS
SHORT-TERM RENTAL REGISTRATION

PERMIT NUMBER:

DATE RECEIVED:

Application must be filled out, signed, and submitted to citysec@vmtx.us with all required documents attached.

Requirements Checklist

- | | |
|---|--|
| ☐ No External Signage | ☐ Floor Plan with Room Dimensions |
| ☐ Working Smoke Alarms | ☐ Site Plan or Survey Showing Parking Areas/Spaces |
| ☐ Working Carbon Monoxide Alarm | |
| ☐ Working Fire Extinguisher (5lbs., ABC rated) | ☐ Sample Occupant Notification Package |
| ☐ Maximum Number of Occupants Permitted ¹ | ☐ Evacuation plan posted in each room |
| ☐ Proof of liability insurance | ☐ Registration with City Secretary payment of Hotel Occupancy Tax |

¹ Occupancy limit – no more than two people per bedroom plus two additional people with a maximum of 12 persons total.

Registration Type

Initial registration

Annual Renewal

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, and I will provide an informative brochure to my 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 City of Valley Mills Code of Ordinances 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 City of Valley Mills as a short-term rental in all advertisements. The short-term rental property complies with, and will continue to comply with, any applicable ordinances, standards, and municipal code requirements.

Signature

Date of Application

HOTEL OCCUPANCY TAX INFORMATION - The City of Valley Mills imposes a 7% hotel occupancy tax per Chapter 7 - Finance and Taxation of the Code of Ordinances. Reporting and payment of the city's 7% occupancy tax is made by the property owner directly to the City of Valley Mills using its required reporting form. New short-term rental properties must contact the City Secretary before collecting and paying the imposed 7% occupancy tax.