



SHORT-TERM VACATION RENTAL PROPERTY RESPONSIBLE PARTY CHANGE FORM

CERTIFICATE NUMBER _____

DATE _____

This form shall be used for a change in Responsible Party designation for an established Short Term Vacation Rental, pursuant to **Section 34-731** of the Land Development Code. The purpose of the short-term vacation rental responsible party is to respond to routine inspections, non-routine complaints, and any other more immediate problems related to the short-term vacation rental of the property.

STVR Owner / Agent Information

Short-Term Vacation Rental Property Address: _____

Applicant/Licensed Agent/Property Owner: _____

Mailing Address (Street, City, State and Zip Code):

Owner or Agent Daytime Phone: _____ Email Address: _____

STVR Responsible Party Information

New Short-Term Vacation Rental Responsible Party Name: _____

New Responsible Party Mailing Address (Street, City, State and Zip Code):

24/7 Emergency Phone: _____ Email Address: _____

Signatures

Property Owner / Agent Signature

Responsible Party Signature