

Date: _____

License # : _____



**Town of Jackson
Residential Short-Term Rental Application**

PO Box 1687, Jackson, Wyoming 83001

Phone: (307)733-3932

Fax: (307)739-0919

www.townofjackson.com/services/short-term-rentals/

(License will be DENIED if information incomplete)

Instructions: **All information on both sides of this form must be fully completed.** Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a residential short-term rental application, the entire fee, less a \$37.00 application fee, will be refunded. An application for a residential short-term rental license **must be submitted and approved** by the Town **before the business can begin operations**.

PLEASE ALLOW 4-6 BUSINESS WEEKS TO PROCESS

1. Does the property reside within the approved Lodging Overlay and/or the Snow King Resort District?
Yes No
 Verified by a representative of the Town of Jackson prior to acceptance of application (initials)_____

2. Is the property currently approved for legal short-term rental use? **Yes No**
 Please attach any documentation that supports the prior approval of legal short-term rental use.

Rental Property Physical Address: _____ **Bldg/Apt:** _____
City: _____ **State:** _____ **Zip Code:** _____

Owner Legal Name: _____
Owner Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____
Phone Number: (____) _____ **Fax/email address:** _____

Owner Representative/Managing Agent (Required to be on call 24/7 and located within Teton County, WY)
Name: _____
Street/Post Office Box: _____ **City:** _____ **State:** _____ **Zip Code:** _____
Phone Number:(____) _____ **Fax/email address:** _____

Owner and Owner Representative/Managing Agent:

NAME AS IT APPEARS ON DRIVERS LICENSE	Driver's License #	State	Date of Birth
Owner			
Owner Representative/Managing Agent			

Have you or a managing partner ever been convicted of a felony? Yes No

Applicant has attached a letter from the homeowner's association confirming that residential short-term rentals are permitted. Yes N/A

Notice to Neighbors within 300 feet: Rental unit owners or their agents must provide notice to the owners of neighboring parcels within 300 feet of the short-term rental property. The notice shall inform neighbors that a residential short-term rental permit has been issued and provide the name and contact information for the local owner representative. The residential short-term rental permit applicant has an affirmative duty to re-notify all applicable neighbors upon a change in the local owner representative and to also notify the Town.

Initial _____

Attached is a copy of the required notice sent to the owners of neighboring parcels within 300 feet and a copy of the list of said property owners. Yes No

Advertising Requirements: Any advertising, including but not limited to newspaper, radio, print, digital, or voice advertising of residential short-term rental units *must* include: 1) the valid permit number issued to the unit; 2) for digital advertising, an effective internet link to the Town of Jackson short-term rental law. In addition, all on premise signs must be compliant with the Town of Jackson sign regulations and may require a permit. **Initial** _____

Lodging and Sales Taxes: Residential short-term rental owners are subject to and responsible for collecting and remitting all applicable taxes, specifically including the **sales and lodging taxes.** **Initial** _____

WY Sales Tax Number: _____

Copy of Wyoming Sales Tax Certificate Attached: Yes No

Compliance with Building and Fire Codes: All Residential short-term rentals are subject to the applicable building and fire codes and prior to occupancy must be reviewed and approved for compliance with such codes by the Town Building Official and the Fire Marshal, respectively. An on-site inspection may be required. **Initial** _____

I, _____, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING)
) §
COUNTY OF TETON)

SUSCRIBED AND SWORN TO BEFORE ME BY
this _____ day of _____ 20_____

_____ signature of applicant
_____ Printed name of applicant
WITNESS my hand and official seal
_____ Notary Public

Annual License Fees

All annual licenses shall expire on the thirty-first (31) day of December each year. It is the duty of each permittee to renew and maintain a valid permit in conformance with the requirements of Chapter 5.60 of the Jackson Municipal Code. The Finance Department shall mail to all permittees of the Town a renewal statement. However, failure to send out such notice or the failure of the permittee to receive it shall not excuse the permittee from a failure to obtain a renewal of their permit, nor shall it be a defense in an action for operation without a permit.

<i>Short-Term Rental</i>		
Per each unit		
<i>\$100.00</i>		

For Official Use Only – Please Do Not Write Below This Line

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Finance Department			
License Fee	\$		
Prorated Fee	\$		
Date Paid			