Short-Term Rental/STR Agent Authorization

Check One: □ New Application
□ Existing Registration – Change of Local Contact

Property Owner's Name: _____

Designated Local Representative/Agent:

Name: _____

Address of Physical Residence: _____

Phone Number: _____

Email Address: _____

Property Manager Declaration:
Each property manager of a short-term rental property shall designate a local person whose physical address is **within 30 minutes** travel time to the registered STR's street addresses to serve as the local representative. The local representative shall have access and authority to assume management of the unit and take remedial measures. The representative shall be available 24 hours a day, 7 days a week to respond to tenant and neighborhood questions or concerns and must have a text-enabled phone. The property manager may designate themselves as the agent, as long as their physical address of primary residence is **within 30 minutes** travel time to the registered STR's street address.

I hereby authorize the designated local representative/property manager listed above to assume the responsibility as the local representative.

_____

Property Owner's Signature Printed Name Date

Representative/Agent Responsibility:
As the local representative, and due to the language "assume management of the unit and take remedial measures", you are responsible for contacting the renters when you have been notified of a complaint. Your phone number will be available to the public and will be listed under the short-term rental registration and posted for renters within the interior of each STR unit.

_____

Representative/Agent Signature Printed Name Date

Any change of agent or modification of contact information must be furnished to the Planning Department staff within five (5) days of the effective date of change.