

**APPLICATION FOR SHORT-TERM RENTAL BUSINESS LICENSE & REGISTRATION PERMIT**

**PROPERTY OWNER INFORMATION**

Owner Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**RENTAL PROPERTY INFORMATION**

Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 No. of bedrooms: \_\_\_\_\_  
 Name of HOA, if applicable: \_\_\_\_\_  
 Ownership:    Corporation    Sole Proprietor    Partnership    Limited Partnership    Trust    LLC

**RENTAL ADVERTISEMENT INFORMATION**

VRBO#:	_____	VacationRentals.com#	_____
HomeAway#:	_____	AirBnB#:	_____
Other:	_____	RentalHomes.com#:	_____

**MANAGING AGENCY OR AGENT**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Management Acknowledgment Form – required for all managing agencies/agents

**24/7 EMERGENCY CONTACT AVAILABLE TO RESPOND WITHIN 1 HOUR**

Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Permit Fee: \$159.00

Business License Fee: \$86.00\*

\*If you already have a current year business license, you do not need to pay the \$86. Please provide the Business License Number here (ex: ST-0000): \_\_\_\_\_

**TOTAL AMOUNT DUE: \$245**

**Disclosures:**

- For every executed rental contract, property owners must submit a Responsible Party Registration Form via the City of Indian Wells website, [www.cityofindianwells.org/rentals](http://www.cityofindianwells.org/rentals) within 48-hours of guest arrival.
- Good Neighbor Brochures must be placed in prominent locations in all rental properties as well as provided to the designated “responsible person” in each rental party.
- If your property is located within a Homeowners Association (HOA) it is your responsibility to adhere to any HOA restrictions regarding short-term rentals.
- A Transient Occupancy Tax (TOT) of 11.25% of the going rental rate is due on each night of rental. The Owner or Managing Agent/Agency shall submit a quarterly TOT return and remit the tax due to the City, per the schedule below:

<u>Reporting Period</u>	<u>Due Date</u>	<u>Delinquent Date (10% Penalty)</u>
January 1 to March 31	April 1	May 1
April 1 to June 30	July 1	August 1
July 1 to September 30	October 1	November 1
October 1 to December 31	January 1	February 1

- Property owners must submit a TOT form quarterly even if it’s a zero balance.
- All permits and licenses shall run calendar year expiring on December 31 and renewed annually on January 1.

I declare under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge and belief. Furthermore, I have been provided a copy of the short-term rental ordinance and shall post such information in a conspicuous place within the dwelling on the Premises. I acknowledge understanding of the above disclosures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For City Use Only**

Business License No. \_\_\_\_\_ Registration Permit No. \_\_\_\_\_

Community Development Dept. Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Finance Use Only**

Business License Fee	Code 2006	\$ 85.00
SB1186 Mandatory State Fee	Code 2008	\$ 1.00
Short-Term Rental Permit Fee	Code 2014	\$159.00



**Short-term Residential Rental Owner Acknowledgement of Agent Representation**

I, \_\_\_\_\_, title owner of residential real property located at \_\_\_\_\_, Indian Wells, CA 92210 (“Subject Property”), hereby authorize:

\_\_\_\_\_ (“Agent”) to act on my behalf in matters pertaining to Subject Property, for the purpose of renting Subject Property as a registered, licensed Short-term Residential Rental. This form hereby acknowledges my understanding of the City of Indian Wells’ rules and regulations guiding the use of residential property as a Short-term Residential Rental, as set forth in Section 5.20 of the Indian Wells Municipal Code. I further acknowledge that actions of Agent in connection with Subject Property may cause me to be liable for penalties and subject to fines for any violation of the Indian Wells Municipal Code relating to short-term residential rentals.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date