



(Date Received)

(Permit Number)

(Receipt Number)

Short Term Rental Property Permit Application

___ Original (\$100.00) ___ Renewal (\$50.00) Current Permit Number _____

Start Date _____ Maximum number of transient capacity per night _____

Property Owner:

Name _____ Phone # _____

Location Address _____

City State Zip Code _____

Email Address _____

Property Owner Mailing Address: (if different)

Mailing Address _____

City State Zip Code _____

Responsible Party: (if different from property owner)

Name _____

Contact _____ Phone # _____

Address _____

(Responsible party address must be within 50 miles of the location address above)

City State Zip Code _____

Email Address _____

Management Company: (if applicable)

Company Name _____

Contact _____ Phone # _____

- _____(initial) I agree to use best efforts to assure that use of the short term rental property will not interfere with the rights or rules of neighboring property owners to the quiet enjoyment of their properties.
- _____(initial) I certify that I have received a copy of Shelby County's Short Term Rental Ordinance and understand the requirements.
- _____(initial) I certify that there have been no particular instances in which conditions or conduct on the property resulted in the issuance of any citation by a local or state law enforcement or regulatory agency within the last 12 months.
- _____(initial) I certify that the property identified within this application has met and will continue to comply with the County's Technical Codes.
- _____(initial) I certify that I have not had a similar permit denied, suspended or revoked for any cause by any city or state agency within 365 days preceding the filing of this application.
- _____(initial) I certify that I do not have any unpaid assessed court fines or court costs related to violations of the Short Term Rental Property Ordinance.
- _____(initial) I am current on all property taxes owed on the short term rental property and all other property I own in Shelby County.
- _____(initial) I certify that I will comply with all Room Occupancy Tax requirements.
- _____(initial) I certify that the property has had a final inspection by Memphis/Shelby County Code enforcement. The Clerk's Office shall verify that the Final Inspection has been completed.

I certify that the statements made on this application are true to the best of my knowledge and belief. Misrepresentation of any facts in this application is subject to denial or revocation of the Short Term Rental Property Permit. (This application must be signed by the property owner listed above)

_____ Signature of Property Owner _____ Date

Checklist

- _____ Site plan, drawn to scale, showing each unit and other structures and site features.
- _____ Proof of current ownership of the short term rental property
- _____ Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than one million dollars per occurrence.

Rules and Regulations of Short Term Rental Properties

1. All short term rental property permit holders and their transient guest shall abide by all applicable noise control restrictions of the Shelby County Code of Ordinances, Section 16-61 et seq. and Control of Litter, Debris and Garbage provisions of Section 16-137 et seq.
2. The permit holder shall meet all applicable requirements of the state and local building and fire safety codes and shall locate a 5-pound fire extinguisher (rated for A, B and C fires) in each unit. Approved smoke alarms, meeting Underwriters Laboratory (UL) 217 standards, shall be as follows:
 - (1) In all sleeping areas.
 - (2) In every room in the path of the means egress from the sleeping area to the door leading from the sleeping unit.
3. The permit holder shall meet all applicable requirements of the state and fire safety codes, including, but not limited to, having approved carbon monoxide detectors meeting applicable state law standards installed on every habitable floor.
4. It is the intent of the Shelby County Board of Commissioners that short term rental properties shall not require inspection for food or beverage contamination, spoilage, adulteration, or misbranding. Transients shall only be provided food and beverages which are packaged, sealed and nonperishable.
5. The principal renter of a short term rental property unit shall be at least eighteen (18) years of age.
6. The permit holder shall not receive any compensation or remuneration to permit occupancy of a short term rental unit for a period of less than twenty four (24) hours.
7. The property owner may rent a detached accessory dwelling unit that complies with applicable building codes for residential structures as short term rental property provided the detached accessory dwelling unit contains not more than four (4) sleeping rooms.
8. The name and telephone number of each Responsible Party shall be conspicuously posted with the short term rental property unit. A Responsible Party shall answer calls twenty four (24) hours a day for the duration of each short term rental period to address problems and complaints associated with the short term rental property.
9. A Short Term Rental Permit shall expire three hundred and sixty five (365) days after it is issued. Short Term Rental Permits may be renewed upon the payment of a fifty (\$50.00) dollar fee to cover the applicant renewal screening by the Shelby County Clerk's Office. All renewal requests shall be received at least thirty (30) days prior to the expiration date for their existing permit.
10. A Short Term Rental Property Permit shall not be transferred or assigned to another individual, person, entity, or address, nor shall the permit authorize any person, other than the person named therein, to operate a short term property on that property.
11. It is the intent of the Board of County Commissioners for Shelby County that all owners, permit holders, hosting platforms and responsible parties refrain from discrimination against any person in their terms, conditions, or privileges of the rental of short term rental property because some or all of the transients are members of classes protected by the Tennessee Human Rights Act.