



## ESCALANTE CITY

56 NORTH 100 WEST ▪ P.O. BOX 189 ▪ ESCALANTE, UT 84726

Phone: (435) 826-4644 ▪ FAX: (435) 826-4642

### VACATION RENTAL APPLICATION

Owner(s) or Property Management Company Name:
Owner(s) or Property Management Company Address:
Owner(s) or Property Management Company Phone #:
Emergency Contact Name and Phone #: (must live within fifteen (15) minutes of property & available 24/7)
Contact Persons E-mail address:
Utah State Tax Number: (must be registered to Escalante City)

The following information and documentation shall be contained in the application and provided to the City Recorder:

- A. Completed Application signed by the Owner(s).
- B. Completed Business License Application signed by the Owner(s).
- C. Copy of signed Vacation Rental Inspection Checklist.
- D. Proof of Ownership.
- E. Site Plan, including the parking area with each parking space mapped out.
- F. Proof of valid insurance for vacation rental.
- G. Floor plan with dimensions.
- H. Zone designation and street address.
- I. Copies of currently valid State Sales Tax Certificate in the name of the Owner(s) or the Property Management Company.
- J. The name, address, and contact information including a 24-hour contact phone number for the person at the Property Management Company managing the Property; or, if there is no Property Management Company, the name, address and contact information, including a 24-hour contact phone number, of a person living within 15 minutes of the property(s), who may be the Owner(s) or Owner's Agent, and who can be contacted in the event of an emergency.
- K. A signed acknowledgement on the application, that the Owner(s), Property Management Company, and/or Owner's agent, if any, have read all the Town's regulations pertaining to the operation of a Vacation Rental.
- L. The Owner(s) shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a Property Management Company or other agent of the Owner(s) managing the Vacation Rental, the agent or an authorized officer of the Property Management Company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

**Fill out for location you are renting:**

Owner(s), of Property:
Owner's Phone #:
Address of Property:
Owner's mailing address:

As the Owner(s) /Property Management Company for the above listed properties I understand that I am responsible for:

1. The Owner(s) or Property Management Company, or another agent of Owner(s) shall:
  - a. prominently display, on the Property, all of the rules and regulations pertaining to Short Term Rentals.
  - b. collect appropriate Sales, Resort, and Transient Rental Taxes.
2. Each Vacation Rental shall have a clearly visible and legible notice within the unit, on or adjacent to the front door, containing the following information:
  - a. The name of the Property Management Company, agent, and/or Owner(s) of the Property, living with 15 minutes of the property(s), contact persons telephone number at which that party may be reached on a 24-hour basis;
  - b. The maximum number of occupants permitted by the license;
  - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on or in front of the Property;
  - d. A detailed fire escape plan.
  - e. Location of the Fire Extinguisher.
3. The trash pick-up day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that animal proof containers must be used.

I further understand that the following are prohibited activities for vacation rentals, as defined by ordinance:

1. Occupancy beyond the specified amount in the License.
2. Parking of vehicles in non-compliance areas.
3. Outdoor sleeping of individual(s), which exceeds the permitted occupancy.
4. Create noises that by reason of time, nature, intensity or duration are out of character with noises customarily heard in the surrounding residential neighborhood.
5. Disturb the peace of surrounding residential property residents by engaging in shouting, fighting, playing of loud music, racing of cars or recreational vehicles on streets, engaging in outside recreational activities after 10:00 p.m., or other similar activities.
6. Interfere with the privacy of surrounding residents or trespass onto surrounding residential properties.
7. Allow pets or animals to create noise, roam the streets, trespass on neighboring properties, or create a mess that is not cleaned up by the owner or custodian of the pet or animal.
8. Engage in any disorderly or illegal conduct, including illegal consumption of drugs and/or alcohol.

The Vacation rental property authorized by this ordinance must be managed properly. As a condition to holding a valid Vacation rental license, the licensee agrees to provide or arrange to provide for adequate maintenance. The minimum services required, and management regulations include:

1. Structural maintenance to preserve substantial code compliance as described herein.
2. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties.
3. Trash collection which insures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse. All large boxes must be collapsed, and trash bagged and placed in the appropriate receptacles.

By signing this document, I represent that I have read and am familiar with the Vacation Rental Ordinance, of the Escalante City Municipal Code, and that I will conform to all the requirements therein. I also certify that this vacation rental complies with all applicable health, safety, fire, and related public safety requirements. I further acknowledge that I understand that it is my responsibility to contact the Escalante City Office at any point that I make a change to a vacation rental which might affect the information on my application.

Incomplete applications will not be accepted.

\_\_\_\_\_  
Signature of the Owner(s) of property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Management Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

Application fee, NON-REFUNDABLE: \$100 \_\_\_\_\_

The foregoing application was \_\_\_\_\_ approved \_\_\_\_\_ disapproved.