



SHORT TERM RENTAL REGISTRATION & PERMITTING REQUIREMENTS

✓ **Apply for a Short-Term Rental permit with the Town, on a form specified by the Town**

Apply to the Town of Paradise Valley for a permit to operate a short-term rental – <https://www.paradisevalleyaz.gov/rental> with the following information which will be made publicly available:

1. The name and contact information (address, telephone number and email address) of the Owner.
2. The Short-Term Rental's physical address.
3. The name, address, and contact information (address, telephone number and email address) of the Owner, or of an Owner's Representative who is responsible for responding to complaints in person, by telephone, or by email in accordance with Section 10-14-5(A)(1).
4. The name, address, and contact information of a designated emergency contact.
5. The phone number of the Short-Term Rental's phone(s) required under Section 10- 14-5(B)(6) of this Code.

✓ **Consent and Certification**

Provide the following information in the permit application:

1. Proof that the Short-Term Rental has been registered with the Maricopa County Assessor's Office in accordance with A.R.S. § 33-1902, where applicable; and
2. A valid transaction privilege tax license issued by the State of Arizona; and
3. An agreement to comply with all applicable laws, regulations and ordinances.
4. If an applicant is an individual, proof of lawful presence in the United States in accordance with A.R.S. §§ 1-502 and 41-1080, unless exempted by A.R.S. § 41- 1080(B).

✓ **Obtain a valid Permit**

Application will be administratively reviewed by the Town of Paradise Valley and a permit issued within 7 days if all information is provided and is accurate.

The Owner or Owner's Representative shall notify the Town, in writing, of any change in the information required by this section, within seven business days of the effective date of such change.