

City of Cottonwood
821 N Main Street
Cottonwood, AZ 86326
Phone: (928) 634-0060
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www.cottonwoodaz.gov

SHORT-TERM RENTAL BUSINESS REGISTRATION APPLICATION
REGISTRATIONS EXPIRE ON DECEMBER 31 OF THE CALENDAR YEAR ISSUED
All information provided is subject to review by Arizona Department of Revenue.



THIS APPLICATION MUST BE FILED AND A REGISTRATION OBTAINED BEFORE YOU CAN LAWFULLY ENGAGE IN BUSINESS IN THE CITY OF COTTONWOOD. THE REGISTRATION FEE IS NON-REFUNDABLE AND REGISTRATION ISSUED IS NON-TRANSFERRABLE. ALL SHORT-TERM/VACATION RENTAL BUSINESS LOCATED IN THE CITY MUST COMPLY WITH ORDINANCE/REGULATIONS AND REQUIREMENTS AFFECTING PUBLIC PEACE, HEALTH, AND SAFETY. **APPLICANTS MUST PROVIDE PROOF OF CITIZENSHIP/LEGAL RESIDENCY AT THE TIME THE APPLICATION IS MADE.**

FOR OFFICE USE ONLY		Application Date:		Form of Citizenship/Legal Residency Provided:
Receipt#	Initials:	Fee:	Business Registration #:	ID Number/Expiration Date:

PLEASE PRINT OR TYPE.

SECTION 1. BUSINESS NAME AND LOCATION INFORMATION				
Physical location of Short-Term Rental (Street Address):			City:	State: Zip:
Federal ID or Social Security Number:		ADOR Transaction Privilege Tax (TPT) Number:	Is your TPT number registered with ADOR for the City of Cottonwood? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Property Owners	Name:	Title:	Driver's License #: State of Issuance:	
	Home Address:	State/Zip Code:	Phone Number: ()	
	City:	Email:		
Local Emergency Point of Contact/24 Hour Contact Information	Name:	Title:	Phone Number: ()	
	Home Address:	Email:	Phone Number: ()	
	City:	State/Zip Code:		

SECTION 2. NEIGHBOR NOTIFICATION
Was Notice provided to all neighboring properties (directly behind; directly across the street; next door on both sides and diagonally) where applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
List of addresses notified:

SECTION 3. ONSITE INFORMATION/LOCATIONS
Location in rental unit where the Emergency Point of Contact Information is located:

SECTION 4. APPLICANT INFORMATION (MUST BE COMPLETED FOR THE PERSON SUBMITTING APPLICATION AND SIGNING BELOW)		
Name:		Phone Number: ()
The undersigned applicant hereby certifies that he/she understands that issuance of a Short-Term Business Registration shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. The undersigned applicant hereby certifies that the information provided to the City of Cottonwood in order to obtain a Short-Term Business Registration is accurate and complete to the best of his/her knowledge and subject to revocation and certifies that he/she has read and knows the terms and conditions herein and agrees to abide by the same. Inspection and registration fees are non-refundable. The undersigned applicant hereby certifies that neighbor notification and onsite postings have been made.		
Signature:		Date:

ADDITIONAL INFORMATION: Registration fees are valid through December 31 of each calendar year. Registrations must be renewed on an annual basis. Registration fees are non-refundable. Fees and Fines for failure to register or comply with Ordinance #731 Short-Term Rental/Vacation Rental Properties can be found on the City website - www.cottonwoodaz.gov