



SHORT-TERM RENTAL BUSINESS REGISTRATION FORM

BUSINESS INFORMATION:

Applicant Legal Name or Business Name: _____

Applicant Physical Address: _____

Mailing Address (if different): _____

_____ City State Zip

Type of Entity: Corporation Partnership Individual/Sole Proprietorship Limited Liability Company (LLC) (Single Member) Limited Liability Company (LLC) (Multi-Member) Other (Explain)

Owner/Entity Federal Identification or Social Security# _____

Note: Attach a separate sheet detailing information if there are additional owners for the property

CONTACT INFORMATION:

Name/Title: _____

Business Phone # _____ Cell Phone #: _____ Email: _____

RENTAL PROPERTY INFORMATION: (please complete a separate form for each property)

Property address (including apartment/unit#s): _____

Date Property First Rented: _____ Do you occupy this property as your primary residence? _____ YES _____ NO

- If you answered **YES**, your rental is classified as a **HOMESTAY**. Please contact the Planning Services Department at webplanning@auburnalabama.org or (334) 501-3040 for a Home Occupation Permit. **A copy of your Home Occupation Permit must accompany this completed page to obtain a City of Auburn business license.**
- If you answered **NO**, your rental is classified as **SHORT-TERM NON-PRIMARY RENTAL (STNPR)**. Please answer the following question:

Do you have a property management company to manage this property? _____ If answer YES, please provide the name and contact information for the property management company _____

Do you use a third-party intermediary (such as Airbnb, VRBO, etc.) for bookings only? YES NO

If yes, please list the name(s) of the intermediary platform(s): _____

Short-Term Non-Primary Rentals (STNPR) require a Zoning Certificate to be issued by Planning Services. This completed form must accompany a Zoning Certificate for each STNPR address before a City of Auburn business license will be issued. Contact Planning by email at webplanning@auburnal.gov or call (334) 501-3040.

FIRST YEAR LICENSE FEES:	Rental Start Date Jan 1st – Jun 30th	Rental Start Date After July 1st
	\$105	\$55

This completed form must be submitted to the Revenue Office to receive your business license. Contact the Revenue Office by email at revenue@auburnal.gov or call (334)-501-7369.

Monthly Lodging Tax is to be filed and remitted on all short-term rental receipts.

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

Signature of applicant

Date