City of Auburn

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

o    If you answered YES, your rental is classified as a HOMESTAY. Please contact the Auburn Planning
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.

o    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 manage this property? ______    If answered YES, please provide the name
and contact information for the property management company__________________________________________________

Short-Term Non-Primary Rentals (STNPR) require a Zoning Certificate to be issued by Auburn Planning. 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@auburnalabama.org or call (334) 501-3040.

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

$105       $55

Monthly Lodging Tax is to be filed and remitted on all short term rentals 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