

TOWN OF FAYETTEVILLE

VACATION RENTAL PERMIT APPLICATION PROTOCOL

1. APPLICANT

- a. Pick up vacation rental permit application—complete and submit with \$100 annual permit fee.
- b. Copy of Ordinance
- c. Municipal License Application
- d. *Please note: You must have a state and city business license to utilize the rental permit.

2. Town Superintendent

- a. Receives completed application.
- b. Inspects rental.
- c. Approves or fails permit application.
- d. Once approved, gives approved signed application to town clerk to issue permit.

3. Town Clerk

- a. Receipts in \$100 permit fee
- b. Issues Vacation Rental Permit
- c. Gives applicant a laminated copy of application and permit to post.
- d. Fax or email copy of permit to Fayetteville Police Department and Treasurer, and to the Fayette County Assessor office, to the attention of the assessor.
- e. File permit.

4. Applicant

- a. Receive permit.
- b. File for a Fayetteville Municipal Rental License (\$5).
- c. Submit monthly hotel/motel tax returns and payment (6% of Gross sales) to Town treasurer.
- d. Submit quarterly business and occupational tax returns and payment (1% of gross sales, #20) to the town treasurer.
- e. Reapply annually (July 1) for permit and license. Both permit and License are valid July 1 through June 30.

APPLICATION FOR VACATION HOME RENTAL PERMIT

Location of property: (Street and tax identification) _____

No. of Bedrooms: _____ Approximate Nightly Cost: _____

No. of Bathrooms: _____

Off street parking spaces: _____

Owner of Property _____

Telephone No. _____ email: _____

Mailing Address: _____

Authorized Agent (if any): _____ WV Real Estate Lic# _____

Telephone No. _____ email: _____

Physical Address: _____

Mailing Address: _____

Any prior Permit for Vacation Home Rental at this location in Owner's name or in name of any corporation, partnership or other business entity in which the Owner had an interest in:

If yes, what happened to that Permit: _____

Date: _____

APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY

Date of Inspection: _____

No. of Bedrooms: _____ No. of Bathrooms: _____ No. of off street parking spaces: _____

Fire/Smoke detectors/alarms: _____ Carbons Monoxide detectors/alarms: _____

Fire Extinguishers: _____ Authorized Agent within 30 miles of permitted location: _____

Approved for _____ adult occupants and _____ minor occupants

INSPECTOR