



CUSTOMER SERVICE

SHORT TERM RENTAL DWELLING BUSINESS LICENSE REQUIREMENTS

OFFICE USE ONLY

CSR INITIALS \_\_\_\_\_
DATE \_\_\_\_\_
LICENSE # \_\_\_\_\_
FEE \_\_\_\_\_\$125.00\_\_\_\_\_

NEW RENTALS

- Provo City short term rental application
• Proof of ownership of the property (land records or the deed).
• Copy of liability insurance and policy number
• If you have your property is listed under any entity outside of a personal name, you will need to bring proof of the registered name of your business from the Department of Commerce.
• State of Utah sales tax license, and business entity registration
• Federal EIN number

Conditions and Requirements for Short Term Rentals

- If owner resides outside of Utah, you will need a registered agent with a power of attorney and a property manager. The registered agent and manager can be the same person if they live within 20 miles of the property. The power of attorney must be notarized.
• If the owner lives further than 20 miles from the property, they need a property manager.
• STR licenses will need to be renewed annually in accordance with the established process.

SHORT TERM RENTAL APPLICATION

OWNER / BUSINESS INFORMATION

Entity Type: [ ] Limited Liability Company (LLC) [ ] General Partnership [ ] Corporation
[ ] Limited Liability Partnership (LLP) [ ] Limited Partnership (LP)
Sub Entity Type: [ ] Foreign (Domiciled Outside of Utah) [ ] Doing Business as (DBA)

Owners Name \_\_\_\_\_
[ ] Owner [ ] Officer [ ] Agent (check one)

State Tax Number \_\_\_\_\_

Federal EIN Number \_\_\_\_\_

Name of Property as registered on land records \_\_\_\_\_

Mailing Address (No PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone Number (\_\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email \_\_\_\_\_



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REGISTERED AGENT INFORMATION

Complete section 3: If property owner lives outside the State of Utah, they will need a registered agent with power of attorney and property manager. Registered agent must reside in Utah

Legal Representative or Agent Name (with limited power of attorney)

Address
City State Zip Code
Primary Phone Number ( ) Date of Birth
Email

PROPERTY MANAGER INFORMATION (IF DIFFERENT FROM REGISTERED AGENT)

Complete Section 4: If Owner lives further than 20 miles from rental property. (Manager must live within 20 miles of property)

Property Name (if applicable)
Property Manager Name
Address
City State Zip Code
Primary Phone Number( ) Email

LIABILITY INSURANCE INFORMATION

This information is mandatory for a complete application.

Insurance Company Name
Policy Number Representative
Address
City State Zip Code
Phone ( ) Email

BUILDING INFORMATION

Rental Dwelling type:
O Condo O Duplex O Triplex O Fourplex
O Apartment (5 or more units) O Single Family Dwelling O Accessory Dwelling Unit

This form is an application for a rental dwelling business license. As the property owner or responsible agent, I (we) hereby certify, to the best of my knowledge or belief, that the information submitted in this application is accurate; that the use and occupancy of the rental dwelling(s) conforms to the applicable ordinances; and I agree to comply with the applicable ordinances.

Signed by Print Name
(Owner of property or Registered Agent with disclaimer attached)

Date Title

IF THERE ARE ANY CONFLICTS BETWEEN THIS FORM AND PROVO CITY CODE, PROVO CITY CODE SHALL PREVAIL.

**LIMITED POWER OF ATTORNEY**

Disclaimer: The following Special Power of Attorney has been prepared for the convenience of rental dwelling owners who must comply with Section 6.26.040 of the Provo City Code. In relevant part, this section requires the owner of a rental dwelling who is not a Utah resident to designate in writing a power of attorney, in the name of a resident agent, for receipt of service for notice of violations of the Provo City Code and for service of process.

Provo City Corporation makes no representation whatsoever about the form, usability, or validity of this Special Power of Attorney. If you have any questions about the use of this document, you should seek the advice of an attorney who can advise you about the validity and the consequences of using this document.

**SPECIAL POWER OF ATTORNEY**

Be it acknowledged, that I, \_\_\_\_\_ (name of Principal) hereby appoint and grant a special power of attorney to \_\_\_\_\_ (name of Agent) as my attorney-in-fact, to act as if I were actually present, with full power and authority to receive service for notice of any violation of the Provo City Code, and receive service of process, acknowledged by such agent, regarding any rental dwelling which I own within Provo City.

This Special Power of Attorney shall automatically be revoked upon my death; provided, however, that any person relying on this power of attorney shall have full rights to accept the authority of my attorney-in-fact until actual notice of revocation is received by Provo City.

My Agent shall not be liable for any loss that results from a judgment error that was made in good faith. However, my Agent shall be liable for willful misconduct or the failure to act in good faith while acting under the authority of this Special Power of Attorney.

I authorize my Agent to indemnify and hold harmless any third party who accepts and acts under this document.

This Special Power of Attorney shall become effective immediately and shall not be affected by my subsequent disability or lack of mental competence, except as may be provided otherwise by applicable Utah law.

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me \_\_\_\_\_

a notary public, personally appeared \_\_\_\_\_ (name of Principal) proved on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged he executed the same. Witness my hand and official seal.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_