

Short-Term Rental Application Process Projected Timeline

PHASE I

August 2022

30-day
Notification
Period

Sep 13 - Mar 13, 2023

Pre-Application
Period

PHASE II

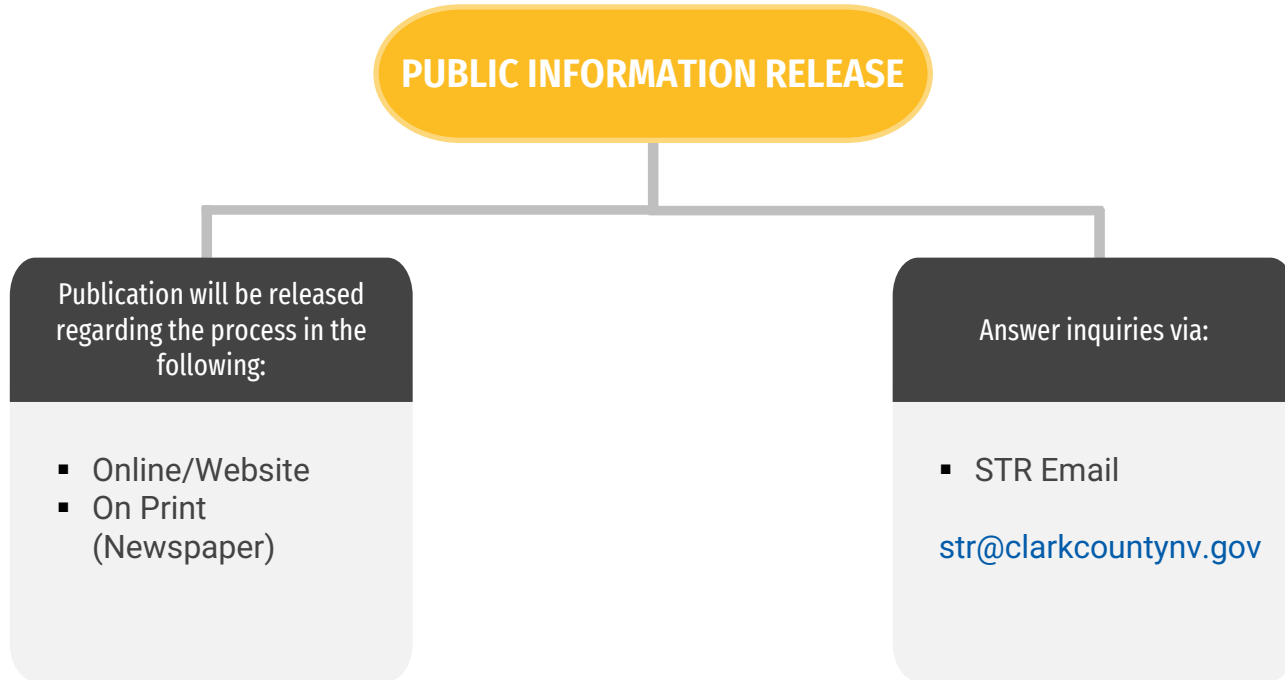
April 2023

Pre-Application
Selection Process

May 2023

STR Processing

PHASE I



PHASE I

PRE-APPLICATION PERIOD

- Accept applications for a 6-month period from 9/13/22 to 3/13/23
- **NO** fees will be collected during this phase
- Via online and by appointment only
- Identification numbers will be entered in a random number generator process to determine the order or priority in which applications will be processed
- Applicants will be required to submit the pre-application & attestation forms while the other requirements will be optional during this phase

STEP 1

Submit Pre-Application
Form

STEP 2

Pre- Application Form
Review

STEP 3

Assign IDNumber

PRE-APPLICATION ENTRY PERIOD

Submit Pre-Application Form

* required info

INFORMATION ON APPLICATION FORM

REQUIRED REQUIREMENTS *

- a. Notarized Attestation

BUSINESS INFORMATION *

- a. Business/Entity Name
- b. DBA (if applicable)
- c. Authorized Contact Email Address
- d. APN (Parcel Number)
- e. Property Address
- f. Mailing Address

PROPERTY INFORMATION *

- a. **Property Type:**
 - Condominium
 - Single-Family Dwelling
 - Townhouse
- b. Number of Rooms
- c. Number of Nights Rented Out
- d. **Business Owner Type:**
 - Corporation
 - Limited-Liability Company
 - Limited Partnership
 - Partnership
 - Sole Ownership
 - Trust

OWNERSHIP & CONTACT INFORMATION *

- a. Name
- b. Date of Birth
- c. Mailing Address
- d. Phone Number
- e. Email Address

PROPERTY MANAGEMENT COMPANY

- a. Company Name
- b. Contact Person
- c. Address
- d. Phone Number
- e. Email Address

HOMEOWNERS ASSOCIATION

- a. Company Name
- b. Phone Number

OPTIONAL ATTACHMENTS

- a. GIS Map Printout
- b. Fictitious Firm Name (if applicable)
- c. Assessor's Parcel Detail Page
- d. Liability Insurance
- e. NV Secretary of State Homeowners Association (HOA) Governing Document
- f. Sewer Bill

WAYS TO APPLY

- Online
- Appointment

Duplicate Submission?

N

Automatic email with pre-application identification number

Y

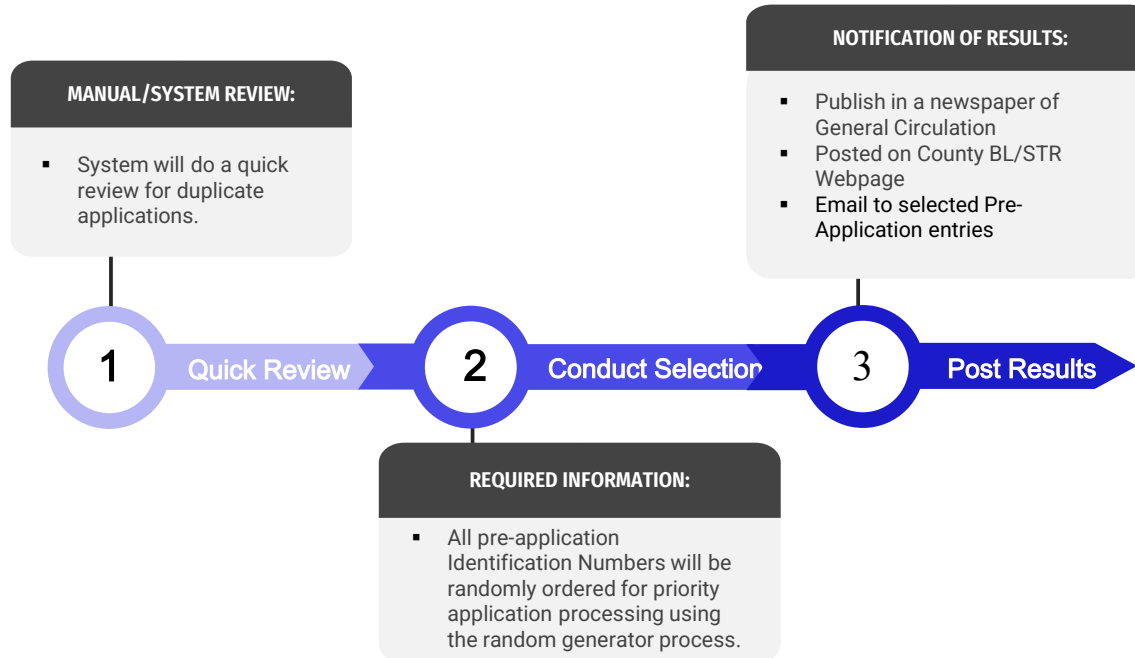
Automatic Rejection
(based on APN entered)

PRE-APPLICATION ENTRY PROCESS



PHASE II – APPLICATION PROCESS

PRE-APPLICATION SELECTION PROCESS



PHASE II- APPLICATION PROCESS

STR PROCESSING

- Applications from the selection process will be sent a letter and email with an application link to proceed with their applications.
- Selected applications will be given **30 days** to complete the process.
- Completing the submission process does not guarantee issuance of a license as all applications will go through an application review process for issuance or denial of a Short-term rental license.

FEES DURING THIS PHASE

- \$45 - Application Fee (non-refundable)
- \$150 – Inspection Fee (non-refundable)

ANNUAL FEE

- \$750 – 3 or fewer bedroom
- \$1,500 – More than 3 bedrooms

STEP 1

Submit Application

STEP 2

Application Review

STEP 3

Application Result

PHASE II – APPLICATION PROCESS

Submit Application

WAYS TO APPLY:

- Online
- Appointment

* required info

INFORMATION ON APPLICATION FORM

REQUIRED REQUIREMENTS *

- Notarized Attestation

BUSINESS INFORMATION *

- Business/Entity Name
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OWNERSHIP & CONTACT INFORMATION *

- Name
- Date of Birth
- Mailing Address
- Phone Number
- Email Address

PROPERTY MANAGEMENT COMPANY

- Company Name
- Contact Person
- Address
- Phone Number
- Email Address

HOMEOWNERS ASSOCIATION

- Company Name
- Phone Number

LISTING NUMBER & URL LISTINGS *

REQUIRED DOCUMENTS FOR SUBMISSION:

1. GIS MAP
2. NVSOS
3. FFN Certificate (if applicable)
4. Assessor's Page
5. Liability Insurance
6. HOA Governing Document
7. Sewer Bill

Complete Documents?

N

Application suspended until missing documents are submitted

Y

Application Review

PHASE II – After 30 days (from being selected)

