



PLANNING & DEVELOPMENT  
**PRESERVE  
 SHAPE  
 BUILD**

City of Phoenix  
 Planning and Development Department

**AFFIDAVIT AND ATTESTATION  
 ACKNOWLEDGMENT OF SHORT-TERM RENTAL (STR)  
 PERMIT REQUIREMENTS AND AGREEMENT**

Pursuant to Ordinance G-7156, Sec. 10-197(A)(8) – SHORT-TERM RENTAL PERMIT APPLICATIONS; CONTENT, a signed agreement must be submitted with each short-term rental permit application.

Pursuant to Ordinance G-7156, Sec. 10-200 – CRIMINAL BACKGROUND VERIFICATION, the owner or owner’s designee must submit a notarized attestation that **both the owner and owner’s designee** are not registered sex offenders or have not been convicted of any felony act that resulted in death or serious physical injury, or any felony use of a deadly weapon during the 5 years before the permit application date.

Permit No. (if available) \_\_\_\_\_

Property Address \_\_\_\_\_

Property City \_\_\_\_\_ Property State \_\_\_\_\_ Property Zip \_\_\_\_\_

Owner \_\_\_\_\_  
 Name (Printed)

Owner’s Designee (if applicable) \_\_\_\_\_  
 Name (Printed)

**Owner and Owner’s Designee (if applicable) affirm the following (check mark each box):**

Owner Designee

- I have a valid Transaction Privilege Tax (TPT) License in accordance with A.R.S. § 42-5005.
- The property is registered with the Maricopa County Assessor’s Office in accordance with A.R.S. § 33-1902.
- Liability Insurance coverage with an aggregate of at least \$500,000 and will maintain coverage for the STR property.
- There is currently no suspended STR permit for this property.
- I am not a registered sex offender nor have not been convicted of any felony act that resulted in death or serious physical injury, or any felony use of a deadly weapon during the 5 years before the permit application date.
- I have lawful presence in the United States.
- I understand that I must send, by certified mail, a Notice of Intent to Operate a Short-Term Rental to all neighboring properties, homeowners’ associations, and registered neighborhood associations within 600 feet of the short-term rental property.
- I understand that before offering a property for rent, I must submit to the Planning and Development Department, an Attestation of Compliance with the Notification requirement and all other items listed in Sec. 10-199(C).
- I understand I must renew my permit every 12 months and pay the applicable fees.

I understand that I must submit a written description or map showing the locations of the smoke detector, carbon monoxide, fire extinguisher, and other required safety equipment.

**REQUIRED SUBMITTALS**

- Attestation of Compliance with Notice of Intent to Operate STR (notarized)
- Affidavit and Attestation - Acknowledgement and Agreement (notarized)
- Description/Map of Safety Equipment
- Owner's Designee Authorization (if applicable)

As the property Owner and Owner's Designee (if applicable), I acknowledge and understand the Short-Term Rental application requirements for obtaining a permit and agree to comply with all applicable laws, regulations, and ordinances.

I attest that I am the owner or acting on the owner's behalf and the information contained in the permit application is correct and accurate to the best of my knowledge.

**OWNER** \_\_\_\_\_  
Signature Date

State of: \_\_\_\_\_

County of: \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by \_\_\_\_\_. In witness whereof, I hereunto set my  
hand and official seal.

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

My Commission expires \_\_\_\_\_

**OWNER'S DESIGNEE** \_\_\_\_\_  
Signature Date

State of: \_\_\_\_\_

County of: \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by \_\_\_\_\_. In witness whereof, I hereunto set my  
hand and official seal.

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

My Commission expires \_\_\_\_\_

Rev. 9/2023

For more information, visit [www.phoenix.gov/STR](http://www.phoenix.gov/STR) or send inquiries to [vacation.rental@phoenix.gov](mailto:vacation.rental@phoenix.gov)