Mesquite
Nevada

VACATION HOME RENTAL
BUSINESS LICENSE CHECKLIST

Each application must contain the following information. Incomplete applications will not be accepted. Vacation Home Rental Business Licenses are not transferable.

- ☐ Vacation Home Rental Business License Application
- ☐ Vacation Home Rental Operating Conditions and Acknowledgement Application
- ☐ Copy of entity filing with the Nevada Secretary of State; only required if the property is held under a Corporation, Limited Liability Company or a Foreign Corporation.
- ☐ Diagram or photograph of the premises showing and indicating the number and location of designated on-site parking spaces and the maximum number of vehicles allowed for overnight occupants.
- ☐ Every owner/operator of a vacation home business shall, in addition to any other license tax, pay room tax as required by the Business License Ordinance, Chapter 2 Taxes, Article A. Room Tax. Payment shall be paid to the city at the first day of each month and is delinquent after the tenth of the month. Tax is due on the total rental charge, which includes any amounts required to be paid by the occupant as a condition of the use or occupancy of the accommodation. (Please see Room Tax Report form)
- ☐ Proof of Ownership of the subject property; in the form of a property tax bill, title documents, or listing on the most recent Clark County Assessor's parcel roll.
- ☐ Proof of Home Owners Liability Insurance
- ☐ A Current Copy of the Covenants, Conditions, and Restrictions or By-Laws of the rental units community, showing that they expressly permit Vacation Home Rentals in the subdivision or apartment/condominium project.

Business Licensing
10 East Mesquite Blvd., Mesquite NV 89027
702-346-2835 ext. 3305
www.mesquitenv.com

Mesquite Nevada

VACATION HOME RENTAL
BUSINESS LICENSE APPLICATION

Please type or print

1. Business Name: (if applicable)		Type of Entity: ☐Sole Proprietor ☐ Corporation ☐ Partnership ☐ Limited Liability Company ☐Other _____	
2. Property Owner: (First, Last, Middle)			
3. Owner Home Address:	City:	State:	Zip:
4. Owner Mailing Address:(if different from above)	City:	State:	Zip:
5. Owner Home Phone:	Business Phone:	Cell Phone:	E-mail Address:
6. Name of Local Contact:	Address:	City:	State: Zip:
7. Local Contact Business Phone:	Local Contact Cell Phone:	Local Contact E-Mail Address:	

The local contact person must reside within a 40 mile radius of the city. An owner of a vacation rental who resides within a 40 mile radius of the city may designate him/her as the local contact person. **The local contact person is required to respond to the location of the vacation rental home within 1 hour after being notified of the existence of a violation of the Vacation Home Rental Ordinance or other pertinent City ordinance requirements pertaining to noise, disturbance, or nuisances.**

Each Vacation Rental Unit Requires a Business License

Please list all vacation rental units: The business license fee is charged per unit

8. Vacation Rental Address:	Vacation Home Phone:	Number of Bedrooms: (Min. 70 sq. ft.)	Max Occupancy (Per Bedrooms)	Number of Parking Spaces
9. Vacation Rental Address:	Vacation Home Phone:	Number of Bedrooms: (Min. 70 sq. ft.)	Max Occupancy (Per Bedrooms)	Number of Parking Spaces
10. Vacation Rental Address:	Vacation Home Phone:	Number of Bedrooms: (Min. 70 sq. ft.)	Max Occupancy (Per Bedrooms)	Number of Parking Spaces
11. Vacation Rental Address:	Vacation Home Phone:	Number of Bedrooms: (Min. 70 sq. ft.)	Max Occupancy (Per Bedrooms)	Number of Parking Spaces

12. Describe the means of advertising: (Please include Web Site address, if applicable)

Application Fee $35.00	License Fee $50.00 (per unit) X _____ = $_____	**Total Due:**$

As an authorized agent of the entity identified above, I certify that the information provided on this form is true, correct and current to the best of my knowledge and belief. I have informed all owners, managers, or other principals of the criminal and civil responsibilities. By signing below, the property owner acknowledges that he/she read, fully understands, and agrees to comply with the standards of Chapter 13 of the Mesquite Municipal Code regarding vacation home rental dwelling units.

Authorize Applicant Signature: _____ Title: _____ Date:_____

Official Use Only

License Number # 1. _____ 2._____ 3._____ 4. _____ CCR Allow Rental ☐ Yes ☐ No

Date _____ Amount Paid _____ Planning Approval_____ Date_____

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VACATION HOME RENTAL
OPERATING CONDITIONS & ACKNOWLEDGEMENT APPLICATION

Operating Conditions

Please initial each line

____ Advertising: All advertising for the vacation home shall include the business license number.

____ Local contact person is required to respond to the unit within one hour of being notified of a violation of the code or any disturbance requiring immediate remedy or abatement.

____ Trash Collection: Trash and refuse shall be stored in designated solid waste bins on the property. Owner shall provide guest with the trash pick-up day. Cleaning Service: Each property shall be cleaned at least weekly while occupied.

____ Conditions/Rules to be posted inside the unit in a conspicuous place as per the Mesquite Municipal Code Chapter 13 section 7 "Notices To Be Posted," together with the address of the unit.

____ The owner shall collect 12% transient room tax of the rent charged and remit this tax to the City Finance Department on the first day of each calendar month.

____ Max Occupancy: Overnight occupancy of the vacation home is limited to a max of two persons per sleeping room or guestroom, plus two additional persons per property, up to a maximum of twelve persons, excluding children under twelve years of age. ***The following illustrates the number of guests allowed per Bedrooms:***

0 - Studio (Bedroom)	1 (Bedrooms)	2 (Bedrooms)	3 (Bedrooms)	4 (Bedrooms)	5 (Bedrooms)
4 (Guests)	4 (Guests)	6 (Guests)	8 (Guests)	10 (Guests)	12 (Guests)

____ Owner will respond to complaints upon notification that the occupants or guests have created unreasonable noise or disturbance, engaged in disorderly conduct, or violated provisions of the Mesquite Municipal Code Chapter 13, Vacation Home Rental or any state law pertaining to noise or disorderly conduct. The owner will use best efforts to prevent a recurrence of the conduct.

____ Best Efforts of Owner: The owner must use best efforts to ensure that the occupants or guests do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any of the Mesquite Municipal Code Chapter 13, Vacation Home Rental or any state law pertaining to noise or disorderly conduct. **It is NOT intended that the owner, local agent, or contact person act as a peace officer or place him or herself in harm's way.**

Acknowledgement

Please print name

I, _____acknowledge that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current international residential code.

I, _____ acknowledge that the owner, agent and local contact person have read all regulations pertaining to the operation of a vacation home rental.

I, _____ acknowledge that the owner, agent, and local contact person have received and read the "Good Neighbor Brochure" for Vacation Renters provided by the City and further acknowledge that I will provide copies of the brochure to each renter.

I, _____ acknowledge that the owner, agent, and local contact person has or will post in the vacation home rental the guidelines as set forth in the Mesquite Municipal Code Chapter 13 Vacation Home Rental.

As an authorized agent of the entity identified above, I certify that the information provided on this form is true, correct and current to the best of my knowledge and belief. I have informed all owners, managers, or other principals of the criminal and civil responsibilities. By signing below, the property owner acknowledges that he/she read, fully understands, and agrees to comply with the standards of Chapter 13 of the Mesquite Municipal Code regarding vacation home rental dwelling units.

Authorized Applicant Signature _____ Title: _____ Date: _____