



CITY OF HAYSVILLE
 PO Box 404
 200 W. Grand
 Haysville, KS 67060
 Phone: 316/529-5900 | Fax: 316/529-5925
www.haysville-ks.com

Short-Term Rental Application

THE RECEIPT OF MONIES DOES NOT CONSTITUTE APPROVAL OF THE APPLICATION

This form must be completed in accordance with directions on the accompanying instructions and filed with the City Clerks Office at Haysville City Hall, 200 West Grand, Haysville, Kansas 67060. The application is only valid for one year and is not transferable to another person.

- New Application
 Renewal
 New Owner
 Business Name Change

CONTACT INFORMATION

Applicant(s)/Property Owner(s) Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Property Manager Contact Information (if different than owner):

Name: _____

Address: _____

Phone: _____ Email: _____

Primary Contact/24-Hour Emergency Contact? Applicant ___ Manager ___ (Please Check)

SHORT-TERM RENTAL PROPERTY DETAILS (Tenant Occupancy Details Only):

Address: _____ Zoning District: _____

Maximum Occupancy of Rental: _____ Number (No.) of Bedrooms: _____

No. of Beds: _____ No. of Bathrooms: _____

No. of Off-Street Parking Spaces: _____ No. of On-Street Parking Spaces: _____

Any Other Detailed Information:

Is All Fire Safety Equipment Operational? Yes ____ No ____ (Please Check)

Is the Property in Compliance with City Zoning Regulations? Yes ___ No __ (Please Check)

THE APPLICANT MUST ATTACH THE FOLLOWING DOCUMENTATION (Please Check):

- A drawing or sketch, drawn to scale of the property that shows:
 - The property lines
 - All buildings and structures on the property
 - The location of the driveway and tenant parking areas (*see requirements below*)
 - Floor plan that shows rooms, bathrooms, and bedrooms (*with maximum occupancy limits*)
 - The location of the smoke detectors and carbon monoxide detectors
- Proof of ownership of the property. The document must be current and show the Owner's name and address matching that of the property to be utilized for a Short-Term Rental.
- Payment of \$10 application fee.

CERTIFICATION The undersigned acknowledges and certifies the following (*Please Check*):

- The information given herein is correct.
- All applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service;
- I understand all of Haysville's short-term rental policies, requirements, and fees and have asked for clarification of any information before signing below.
- The application cannot be processed unless it is complete and accompanied by all required documents, which are attached. ***AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED***

AFFIRMATION BY PROPERTY OWNER(S)

I declare that I am the lawful owner(s) of this property and affirm under penalty of perjury that the contents of this application are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Signature: _____ Date: _____

OFFICE USE ONLY

This application was received at city hall) on _____, 20____.

Authorized

Signature: _____

Title: _____

____ Fee (\$10) ____ Site Plan ____ Insurance ____ HOA Authorization Letter

Short Term Rental Instructions

Displayed Inside Property

- City License.
- 24-hour emergency contact numbers.
- That short-term rentals are required to comply with all relevant City ordinances.

Parking Requirements

- 1 per sleeping room.
- Parking of commercial vehicles larger than what is commonly referred to as a 1-ton truck (with a gross vehicle weight rating of 16,001 pounds or more) is not permitted by transient guests.
- Up to two on-street parking spaces may substitute for required off-street parking if the property contains a frontage of 40 feet or more, not including approaches, sidewalk ramps, and no parking zones.

Owners

- Not allow rentals to exceed 28 days in a row.
- Not operate without a valid License issued by the City.

Notice of License Denial/Suspension/Revocation

- The City shall provide written notice to the Owner or Responsible Party of the intent to deny, revoke, or suspend a short-term rental license by personal service or certified mail, return receipt requested.
- The notice shall be sent to the mailing address of the Licensee on file with the City. Such notice shall detail the reason or basis for the denial, suspension, or revocation of the License. It shall also specify the rights of the Licensee to appeal any such denial, revocation, or suspension.

Penalty

- Any person who shall own, operate, or manage a short-term rental without a license within the corporate limits of the city in which a registration and permit to operate is required by the city code shall be deemed to do so unlawfully. Any person in violation shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in any sum not less than fifty dollars nor more than one hundred dollars. Each day's violation shall be a separate offense.
- Any person who violates public peace with loud and unnecessary noise within the corporate limits of the city is guilty of a misdemeanor and upon conviction thereof shall be fined in the amount not exceeding \$500.00 or be imprisoned in jail for a period not to exceed one (1) month, or by both such fine and imprisonment. Each day a violation is committed or permitted to continue shall constitute a separate offense.