



SHORT TERM RENTAL REGISTRATION APPLICATION

City Planning & Development Department
City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795
Phone (816) 513-8801 | www.kcmo.gov/planning

Date Stamp

FOR OFFICE USE:	CASE #:	
KIVA #:	RECEIPT #:	FILING FEE:

1. REQUEST

REGISTRATION TYPE	FILING FEE
<input type="checkbox"/> Short Term Rental (Type 1)	\$275
<input type="checkbox"/> Short Term Rental (Type 2) – Seasonal	\$275
<input type="checkbox"/> Short Term Rental (Type 2) – Year-round	\$275
<input type="checkbox"/> Renewal _____	\$175

2. CONTACT INFORMATION

Applicant _____ Company _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

Property Owner(s)* (if different from applicant) _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

Property Manager _____ Company _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

*If a corporation owns the property then the names of corporate officers shall be provided

→ All correspondence should be sent to (check ONE):

Applicant Property Owner Property Manager

3. PROPERTY LOCATION/ADDRESS

4. SHORT TERM RENTAL REQUIREMENTS

Type 1 and Type 2 - Seasonal Short Term Rental (95 days or less per year), shall provide the following:

- Notarized affidavit from the owner (if required per 88-321-02-B)
- Notarized affidavit stating that notification of short term rental was mailed, as required per 88-321-02-B
- Certification that the property is in compliance with all property maintenance, building, electrical, mechanical, and plumbing codes.
- Aerial map indicating those properties that were notified and a list of all parties that were notified
- Provide evidence of at least \$300,000 of liability insurance for the proposed short term rental per 88-321-04-D
- Application Fee payable to City Treasurer KCMO

Type 2 - Year-round Short Term Rental (More than 95 days per year), shall provide the following:

- Notarized affidavit from the owner (if required per 88-321-03-B)
- Notarized affidavit stating that notification of short term rental was mailed, as required per 88-321-03-B
- Notarized affidavit containing signatures of at least 55% of adjacent residential property owners
- Certification that the property is in compliance with all property maintenance, building, electrical, mechanical, and plumbing codes.
- Aerial map indicating those properties that were notified and a list of all parties that were notified
- Provide evidence of at least \$300,000 of liability insurance for the proposed short term rental per 88-321-04-D
- Application Fee payable to City Treasurer KCMO

5. APPLICANT'S DECLARATION

To confirm this submittal is complete, please check:

- Completed Application
- Owner's Consent Form (if required)
- Required plans, if required
- Application Fee payable to City Treasurer KCMO
- I understand that the homes association for my neighborhood may have other restrictions regarding short term rental with which I need to adhere.
- I understand that registration of a Short Term Rental unit does not imply approval of the use of any dwelling unit and/or sleeping room that was not constructed under the approval of a building permit and certificate of occupancy. The owner and operator remain fully responsible for compliance to the City's adopted Building and Fire Codes.

- I agree to allow inspection of the short term rental dwelling unit by the city for compliance with 88-321 and for fire, public safety, health/sanitation and other city code compliance purposes upon reasonable prior notice (which may be oral or electronic) at times that such unit is not occupied by a short term rental guest; and further agree that if the host for any reason does not allow requested city inspection of such unit, the short term rental permit for such unit may be suspended by the director until such inspection is allowed by the host.
- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.

By signing below, I declare all required information in Sections 4 and 5 above has been completed, provided and will be adhered to.

Signature _____

Printed Name _____ **Date** _____