



SHORT TERM RENTAL PERMIT APPLICATION

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

Los Lunas, NM 87031

(505) 839-3842

1. OPERATOR / OWNER INFORMATION

Operator(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Are you the property owner? ☐ Yes ☐ No *If no, please complete the following section:*

Property owner(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

2. PROPERTY INFORMATION

Property Identification Number (UPC) _____

Address or Location _____

Structure type: ☐ Single Family Dwelling ☐ Duplex ☐ Accessory Dwelling Unit ☐ Multi-family Unit ☐ Other

Portion of structure to be rented _____

Number of persons currently living at the property _____

Maximum number of vehicles allowed to be parked on the property *(Must be compliant with Section 17.60.10 of the Municipal Code)* _____

3. ACKNOWLEDGMENTS

Initials: _____ I agree that this short term rental shall be operated in compliance with Section 17.10.060(I) and all other applicable Village Codes.

Initials: _____ I, the owner/operator, will be available twenty-four hours per day, seven days per week to respond to complaints regarding the operation or occupancy of the short-term rental unit.

Initials: _____ I have reviewed all applicable sections of Title 17 of the Municipal Code related to Short Term Rentals.

Initials: _____ I acknowledge the requirement to permit the Village of Los Lunas to conduct random inspections of a short-term rental in accordance with Section 17.10.060(I)(2)(ix).

Initials: _____ I will include my short-term rental permit number in all advertising.

Initials: _____ I will register my short-term rental business with the Village of Los Lunas and will submit the appropriate Lodger's Tax.

Initials: _____ I understand that failure to comply with applicable regulatory standards may result in fines and revocation of permit.

Accompanying this application are all required documents. I have examined and am familiar with the zoning regulations - Title 17 - Zoning - as adopted by the Village of Los Lunas. I understand the Village of Los Lunas will not assume any liability for possible lack of understanding on my part.

Applicant name _____ Signature _____ Date _____

TO BE FILLED OUT BY STAFF

DATE RECEIVED:

PERMIT #

NOTES

For Cashier's Use Only

Village Zone _____

Are there other STRs on the same street? ☐ Yes ☐ No

If yes, are they on an adjoining parcel? ☐ Yes ☐ No

☐ APPROVED ☐ DENIED | REVIEWED BY: _____ DATE: _____

APPLICATION FEE \$ 100.00

SHORT TERM RENTAL PERMIT APPLICATION

Documents Required



APPLICATION

All sections of this application must be completed, and all required documentation must be submitted before the application will be accepted for processing. Submission of an application does not guarantee acceptance; the Department must first review it for accuracy and completeness.



PROOF OF OWNERSHIP

One (1) copy of a legal document demonstrating that the individual(s) or corporation making certain the application for a Short-Term Rental is the current property owner. If the ownership is a corporation, group, entity, or other such organization, an additional document demonstrating authority to sign on behalf of the ownership is required.



AGENT AUTHORIZATION

If the applicant is an acting agent for the property owner, an additional document authorizing the applicant to represent the property owner is required.



PROOF OF INSURANCE

The owner shall maintain adequate short-term rental insurance coverage for the short-term rental unit. Proof of insurance shall be required at the time the permit is issued and may be requested at any time by the Community Development Director or their designee.

A written statement from the insuring company acknowledging active and current rental insurance coverage is sufficient for this item.



SITE PLAN

Provide a property site plan that indicates information such as rented structure, parking spaces, location available for RV parking, etc.



BUSINESS REGISTRATION REQUIRED

Per Section 17.14.020(E)(1)(x) of the Municipal Code, a Business Registration is required in addition to the Short-Term Rental application.



REVIEW OF MUNICIPAL CODE

Applicants may review the Municipal Code in the Village of Los Lunas Administrative Office, 660 Main Street N.W. Los Lunas, New Mexico from 8:00 to 5:00 p.m. Monday through Friday. The Municipal Code is also available for review on the Village of Los Lunas website, at www.loslunasnm.gov.