City of Glendale
Business Licensing Office
5850 West Glendale Avenue
Glendale, Arizona 85301-2599
Phone: (623) 930-3190
Email: taxlic@glendaleaz.com

AFFIDAVIT AND ATTESTATION FORM

ACKNOWLEDGMENT OF SHORT-TERM RENTAL (STR) LICENSE REQUIREMENTS AND AGREEMENT

SECTION I. CITY ORDINANCES

Pursuant to Ordinance No. O24-27, Section I, acknowledgment of a signed agreement must be submitted with each Short-Term Rental (STR) License application (Glendale City Code Sec. 29.1-41.3(c)(6)).

SECTION II. PROPERTY INFORMATION—Verify that your property is located in Glendale, AZ: Address Validation

License No. (if available):		
Property Physical Street Address (No P.O. Box or PMB addresses):		
Property City:	Property State:	Property Zip Code (+4):
Owner Name (Printed; if entity, legal name of entity and its statutory agent):		
Owner's Designee Name (Printed, if applicable):		

SECTION III. AFFIRMATION BY OWNER AND/OR OWNER'S DESIGNEE, if applicable (check mark each box):

Owner	Designee	Affirms:
		I have a valid Transaction Privilege Tax (TPT) License in accordance with A.R.S. § 42-5005 and Glendale City Code (G.C.C.) § 21.1-330.
		I am not a registered sex offender nor been convicted of any felony act that resulted in death or serious physical injury or been convicted of any felony use of a deadly weapon within the past five years prior to the license application date (G.C.C. § 29.1-41.3).
		I understand that my Short-Term Rental (STR) License must be renewed each year from the date of issuance or renewal and the applicable fees incurred paid timely (G.C.C. § 29.1-41.3).
		There is currently no suspended STR License for this property (G.C.C. § 29.1-41.3).
		I understand that I must provide written notice of any change in license information submitted at the time of application or renewal of an STR License not less than ten (10) days prior to the effective date of the change (G.C.C. § 29.1-41.3).
		I agree to comply with all applicable Arizona State and City of Glendale laws, regulations, and ordinances (G.C.C. § 29.1-41.3 and § 29.1-41.4).
		I understand that I must send by certified mail a Neighbor Notification of intent to operate a Short-Term Rental to all neighboring properties, homeowners' associations, and registered neighborhood associations within two hundred (200) feet of the STR property (G.C.C. § 29.1-41.5).
		I will maintain liability insurance coverage with an aggregate of at least $500,000 or to advertise each STR property through an online lodging marketplace that provides equal or greater coverage (G.C.C. § 29.1-41.5).
		The property is registered with the Maricopa County Assessor's Office in accordance with A.R.S. § 33-1902.
		I have lawful presence in the United States.

SECTION IV. REQUIRED SUBMITTALS

- Affidavit and Attestation Form: Acknowledgment of Short-Term Rental (STR) License Requirements and Agreement
- Attestation of Compliance Form: Neighbor Notification Requirements
- Owner's Designee Authorization (if applicable)

SECTION V. ACKNOWLEDGMENT

As the property Owner or Owner's Designee (if applicable), I acknowledge and understand the Short-Term Rental License application requirements for obtaining a license 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 that the information contained in the license application is correct and accurate to the best of my knowledge.

OWNER Printed Name:	Signature:

Title (Officer/Statutory Agent):	
Date:	Phone Number:

State of: _____

County of: _____

This instrument was acknowledged before me this _____ day of _____, 202___, by

_____ . In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

My Commission expires _____.

OWNER DESIGNEE Printed Name:	Signature:
Title (Officer/Statutory Agent):	
Date:	Phone Number:

State of: _____

County of: _____

This instrument was acknowledged before me this _____ day of _____, 202___, by

_____ . In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

My Commission expires _____.

For more information, visit Glendale AZ STR or send inquiries to taxlic@glendaleaz.com .

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ATTESTATION OF COMPLIANCE FORM

NEIGHBOR NOTIFICATION REQUIREMENTS
OPERATION OF SHORT-TERM RENTAL (STR)

Section I. CITY ORDINANCES

Pursuant to Ordinance No. O24-27, Section I, acknowledgment of a signed agreement must be submitted with each Short-Term Rental (STR) License application (Glendale City Code Sec. 29.1-41.5).

SECTION II. PROPERTY INFORMATION

License Number:		Date:
Property Address:		Unit No.:
Property City:	Property State:	Property Zip Code (+4):

SECTION III. ATTESTATION OF COMPLIANCE

Completed by person attesting to compliance with Neighbor Notification requirement:

Owner/Owner Designee Name:		
Home Address:		Unit No.:
City:	State:	Zip Code (+4):
Phone Number:		Email Address:

I attest that the Neighbor Notification of intent to operate a Short-Term Rental (STR) has been delivered or attempts to deliver were made by certified mail to all neighboring properties and to all neighborhood associations and HOA's within 200 feet of the short-term rental property and attached are the following:

1. Mailing receipts showing the required Neighbor Notification of intent to operate an STR were delivered or attempts to deliver were made.

2. A copy of the Neighbor Notification to operate an STR property.

OWNER/OWNER DESIGNEE Printed Name:	Signature:
Title (Officer/Statutory Agent):	Date:

State of: _____

County of: _____

This instrument was acknowledged before me this _____ day of _____, 202___, by

_____ . In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

My Commission expires _____.

For more information, visit Glendale AZ STR or send inquiries to taxlic@glendaleaz.com .

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OWNER'S DESIGNEE AUTHORIZATION FORM

SHORT-TERM RENTAL (STR) LICENSE

SECTION I. PROPERTY INFORMATION		
License Number:		Date:
Property Address:		Unit No.:
Property City:	Property State:	Property Zip Code (+4):

SECTION II. PROPERTY OWNER AUTHORIZATION	
Property Owner Name:	
Phone Number:	Email Address:
Property Owner's Designee Name:	
Phone Number:	Email Address:

The Property Owner authorizes and identifies the Designee stated above and on the Short-Term Rental License as the party who will be responsible for complying with all applicable licensing requirements of the City of Glendale Code.

Property Owner's Signature:	Property Owner's Designee Signature:
Date:	Date:

For more information, visit Glendale AZ STR or send inquiries to taxlic@glendaleaz.com .