



Date Received: _____
Cert. No: _____
New Cert. Mailed: _____

## Short Term Rental (STR) Change of Information Form

STR Street Address: \_\_\_\_\_

Primary Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**NEW Authorized Agent** (Property mgmt. company or other designee authorized to act on owner's behalf):

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**NEW Local Representative** (Emergency contact who can respond to complaints within 30 minutes travel time):

Name \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mail updated License & Certificate to:**

Primary Owner

Authorized Agent

Local Representative

\_\_\_\_\_  
Owner Signature Printed Name Date

\_\_\_\_\_  
Authorized Agent Signature Printed Name Date