

2021 SHORT-TERM RENTAL RENEWAL FORM



Address of Short-Term Rental Unit: _____ Cody, WY 82414

Method(s) of Advertising: Airbnb Cody Lodging VRBO Other _____

Tag Line on Listing: _____

Manager of Short-Term Rental: Self Other: _____

Yes No

- The address number is posted and visible from the street.
- The egress windows (bedroom windows) are fully operable. (Check that they fully open and close without excessive force.)
- The smoke detectors and carbon monoxide alarms are functional. ("Push to Test", and replace any weak or dead batteries.)
- The fire extinguisher (minimum rating of 2-A:10-B:C) is fully charged, not expired, and either directly visible or in a labeled location.
- There is clear access to the electrical panel.
- Extension cords, if any, are used only for portable items, and when the item is not in use the cord is unplugged and safely stored.
- All combustible materials are kept away from heat sources, including the water heater, furnace, fireplace, and stove.
- The dryer vent system is clear of obstructions.
- Emergency contact numbers ("IN CASE OF EMERGENCY DIAL 911") are posted.
- If located in an R-2 or R-2MH zoning district, the property with the short-term rental is owner occupied. (If not applicable, mark this box .)

Number of Guest Sleeping Rooms: _____ (If adding rooms, an inspection is required.)

Maximum Guest Occupancy: _____

1 guest sleeping room= 3 guests

2 guest sleeping rooms= 5 guests

3 guest sleeping rooms= 8 guests

4+ guest sleeping rooms= 10 guests

Please provide current contact information:

Property Owner _____ Phone # _____

Mailing Address: _____ City _____ State _____

E-mail: _____

I, _____, as owner/manager of the short-term rental property noted above, certify that all of the above answers are true and that I will operate the short-term rental in compliance with applicable City of Cody codes.

Signature of Owner/ Authorized Representative: _____

Signature

Date

Printed name: _____

(Over)

Note: If the short-term rental is located in an R-2 or R-2MH zone, the above certification must be completed by the property owner. (Zoning map available online [here](#))

Please return the completed form to the Community Development Department in City hall with the \$10.00 renewal fee (hand deliver or mail to P.O. Box 2200).

OWNER-OCCUPIED REQUIREMENT: Short-term rentals are allowed in the R-2 and R-2MH zoning district only when the property is owner occupied. “Owner occupied” means that the property owner is living in a dwelling on the property, or an immediately adjacent property, at the time the short-term rental activity takes place. If the owner is living elsewhere, even just seasonally, the dwelling cannot be used as a short-term rental during that time, if it is located in an R-2 or R-2MH zoning district. Authorized owner-occupied methods are limited to: rental of a portion of the dwelling (room rental) while the owner is also living in the dwelling; rental of an accessory dwelling unit while living in the main dwelling; rental of the main dwelling while living in the accessory dwelling unit; and, rental of a dwelling while living on a lot immediately next door.

SINGLE BOOKING REQUIREMENT: Short-term rentals may only be rented to one group at a time – a single booking.

LODGING & SALES TAX NOTICE: Short-term rentals are classified as lodging facilities by the State. The owner of the short-term rental is responsible to be sure lodging and sales taxes are paid. Some listing companies collect and pay lodging and sales tax for you. If your listing company does not, then you must register your business with the WY Department of Revenue and pay lodging and sales tax as required (see WY Dept. of Revenue website). The required State Sales Tax ID# is obtained by completing a WY Department of Revenue application, which you can access here: <http://revenue.wyo.gov/Excise-Tax-Division/sales-and-use-tax-license-applications-forms> (select “[Sales and Use Tax License Application](#)”).

INSURANCE NOTICE: A typical homeowner’s insurance policy does not cover use of a property for short-term rental activities. Many commercial insurance policies do not cover short-term rental activities. If you have not already done so, please contact your insurance provider to discuss the insurance needs for use of the property as a short-term (vacation) rental. If they do not provide insurance for short term rentals, there are companies that specialize in such policies.