



TOWN OF NORTHLAKE
SHORT-TERM RENTAL REGISTRATION

PERMIT NUMBER:
DATE RECEIVED:

Application must be filled out, signed, and submitted to Mrandolph@town.northlake.tx.us with all required documents attached.

Requirements Checklist

- No External Signage
Working Smoke Alarms
Working Carbon Monoxide Alarm
Working Fire Extinguisher (5lbs., ABC rated)
Maximum Number of Occupants Permitted1
Proof of liability insurance
Floor Plan with Room Dimensions
Site Plan or Survey Showing Parking Areas/Spaces
Sample Occupant Notification Package
Evacuation plan posted in each room
Registration with Finance Department for payment of Hotel Occupancy Tax

1 Occupancy limit - no more than two people per bedroom plus two additional people with a maximum of 12 persons total.

Registration Type/ Fee

- Initial registration - \$60/ per unit for initial year
Renewal - \$30/ per unit annually

Property Address of the Short-Term Rental:

Property Owner Information

Name:
Mailing Address:
Phone Number: 24-Hour Contact Number:
Email:

Property Owner's Local Emergency Contact Representative

Name:
Mailing Address:
Phone Number: 24-Hour Contact Number:
Email:

Property Owner's HOA Contact Information (if applicable)

Name:
Mailing Address:
Phone Number: 24-Hour Contact Number:
Email:

- I certify that I am the property owner, and I will provide an informative brochure to my guests that includes my 24-hour contact information, and a local 24-hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions and trash collection schedules) and information to assist guests in case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short-term rental based on the Northlake Code of Ordinances and will include the prohibition against the use of the property for having a party in any advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the Town of Northlake as a short-term rental in all advertisements. The short-term rental property complies with, and will continue to comply with, any applicable ordinances, standards, and municipal code requirements.

Date of Application:

Signature:

HOTEL OCCUPANCY TAX INFORMATION

The Town of Northlake imposes a 7% hotel occupancy tax per **Article 1.03: Taxation** of its municipal code. Reporting and payment of the city's 7% occupancy tax is made by the property owner directly to the Town of Northlake using its required reporting form. New short-term rental properties must contact the town's Finance department before collecting and paying the imposed 7% occupancy tax. **Please contact the Finance Department at (940) 648-3290 for more information.**

Town of Northlake / Development Services 1700 Commons Circle, Suite 200., Northlake, TX 76226 (940) 648-3290 / permits@town.northlake.tx.us