



Short Term Rental Annual Registration Form
Louisville Metro Department of Develop Louisville

Registration No.: _____ Intake Staff: _____

Application Fee: \$100.00 (please make checks payable to Planning & Design Services)

A registration shall expire one year from the date it is issued and must be renewed annually. A new registration form must be submitted in order to renew a registration within 30 days of its expiration. A separate registration form is required for each short term rental even if they are located on the same property.

A change in host, ownership, or tenancy of dwelling unit used as a short term rental invalidates any existing registration. The new host, property owner, and/or tenant must apply for a registration in their name(s).

Once complete, please bring or mail the application and supporting documentation to: Develop Louisville's Office of Planning and Design Services, 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit https://louisvilleky.gov/government/planning-design.

Short Term Rental Property Information:

Physical Address: _____

Is the dwelling unit the primary residence of the host? [] Yes [] No

If yes, please attach a copy of two of the following documents to this form: driver's license, state identification card; voter registration card; vehicle registration; federal/state tax returns. You may redact any sensitive personal information such as social security numbers.

A primary residence is the main home of an individual. If an individual owns or lives in more than one dwelling unit, then he or she must apply a "facts and circumstances" test to determine if the property is his or her primary residence. (For more information, refer to the definition of primary residence in the Land Development Code)

Was the short term rental approved by a Conditional Use Permit? [] Yes [] No

Is the dwelling unit in a single-family residence or duplex? [] Yes [] No

Is the dwelling unit in a condominium? [] Yes [] No

Zoning of the Property _____
Number of Bedrooms in the Short Term Rental _____
Number of Off-Street Parking Spaces on the Property _____
Louisville Metro Revenue Commission Number _____

Property Owner and Short Term Rental Host Information:

Property Owner: Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Primary Phone: _____ Alternate Phone: _____ Email: _____
Short Term Rental Host: [] Check if same as owner Name: _____ Company: _____ Address: _____ City: _____ State: _____ Zip: _____ Primary Phone: _____ Alternate Phone: _____ Email: _____

Emergency Contact Information:

Contact 1: *Check if same as host*

Contact 2 (if applicable):

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Louisville Metro Code requires that a person residing in Jefferson County, KY and/or within 25 miles of the short term rental be responsible for addressing any maintenance issues, safety concern, or nuisance complaints.

Please affirm that the aforementioned emergency contact(s) meets this requirement: Yes No

Applicant/Host Signature (required): _____

Property Owner Signature (required): _____

Certification Statement: The Certification Statement is only to be filled out in the circumstance that the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc. or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity _____, hereby
as _____ representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Resources:

1. Deeds and plats can be found at the Jefferson County Clerk’s Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at:

<https://search.jeffersondeeds.com/>

2. A property’s zoning classification and other land use related information may be obtained at the Office of Planning & Design Services or online at <https://www.lojic.org/lojic-online>