



## **Short-Term Rental/Vacation Rental Licensing Process Guide – Business License Division**

### **BACKGROUND**

Per Carefree Ordinance Number 2022-03, short-term/vacation rental owners must obtain and maintain an annual Town license for each Carefree property. This Town of Carefree license is in addition to the county and state requirements outlined in the sections below.

### **STEP 1: Obtain a Transaction Privilege Sales Tax (TPT) license from the Arizona Department of Revenue**

A valid TPT license is required for each rental property in Carefree; your TPT number will be needed to apply for the Town of Carefree rental license in Step 2.

- Obtain your TPT license from ADOR at [aztaxes.gov](http://aztaxes.gov)

### **STEP 2: Apply for a Carefree Short-Term Rental (STR) license**

Complete the Carefree license application – for each property, you must provide:

1. The name, address, phone number and email for the owner and/or owner's agent
2. The address of the property
3. Proof of TPT license (obtained above)
4. Emergency contact information
5. Copy of Fire Safety Evacuation Map (see next page for example)
6. Payment of Fee - \$250.00

*Apply for your short-term rental license at Carefree Town Hall, 8 Sundial Circle, Carefree AZ 85377 or mail to Town of Carefree, P.O. Box 740 Carefree AZ 85377, Attention: Dennis Randolph.*

### **STEP 3: Schedule the required Town Inspection**

Pursuant to Carefree Town Code Section 6-8-4, contact the Town of Carefree Building Department to schedule a short-term rental compliance inspection.

### **STEP 4: Notify neighbors and provide proof of insurance**

Notify all single-family residential properties adjacent to, directly and diagonally across the street from the property, or in a multi-family residential building, all units on the same building floor prior to offering the property as an STR.

Carefree's ordinance also requires that every short-term/vacation rental property be insured with liability coverage of at least \$500,000 (either directly or through an online lodging marketplace).

- Once neighbor notification has occurred, complete the attestation form and submit with the application

## STEP 5: Complete Maricopa County requirements

Each property must be registered with Maricopa County as required by ARS 33-1902 – it is illegal to rent a property before it is registered with the Maricopa County Assessor.

- Register with Maricopa County at [mccassessor.maricopa.gov](http://mccassessor.maricopa.gov)

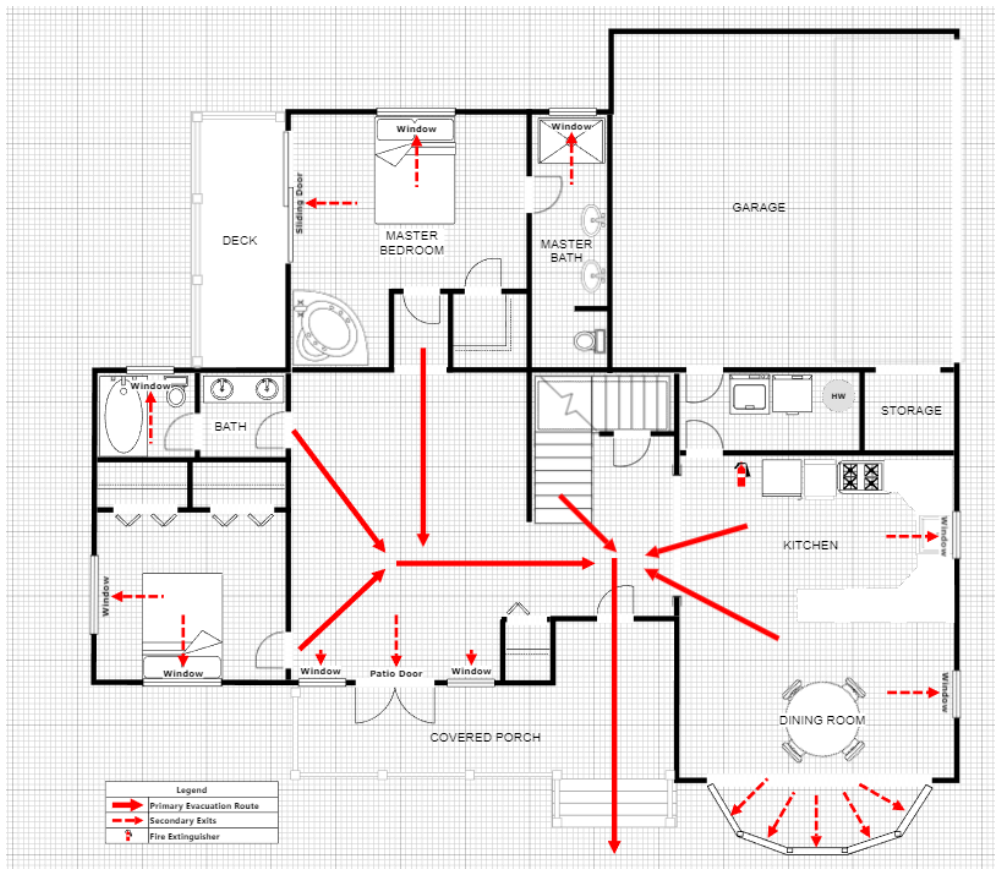
## STEP 6: Once your property is licensed, make sure contact information is up-to-date

If the emergency/management contact information changes for a licensed rental property, you must update your Town license and provide the new property contact information to neighbors.

- Update your short-term/vacation rental license found on the Town's website at [Carefree.org](http://Carefree.org) by filling out a new application
- Once neighbor notification of the updated contact information has occurred, complete the attestation form also found on the Town's website at [Carefree.org](http://Carefree.org)

*Submit these forms in person or by US mail to Carefree Town Hall, 8 Sundial Circle, Carefree AZ 85377 or mail to Town of Carefree, P.O. Box 740 Carefree AZ 85377, Attention: Dennis Randolph*

*Example: Fire Safety Evacuation Map*





## Short-Term Rental/Vacation Rental APPLICATION FORM

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

Did applicant provide proof of lawful presence in the United States?

- YES
- NO

Is the property registered as a short-term rental with Maricopa County Assessor?

- YES
- NO

TPT Number \_\_\_\_\_

FEIN Number \_\_\_\_\_

Carefree Business License Number \_\_\_\_\_

### ***PROPERTY INFORMATION***

\_\_\_\_\_  
Short-term Rental Physical Property Address

\_\_\_\_\_  
Maricopa County Parcel Number

### ***CONTACT INFORMATION***

- **OWNER**

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

Owner Email Address \_\_\_\_\_

- **OWNER'S DESIGNEE (If different from the Owner)**

Owner's Designee Name \_\_\_\_\_

Owner's Designee Address \_\_\_\_\_

Owner's Designee Phone Number \_\_\_\_\_

Owner's Designee Email Address \_\_\_\_\_

- **EMERGENCY CONTACT**

Emergency Contact Name \_\_\_\_\_

Emergency Contact Address \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

Emergency Contact Email Address \_\_\_\_\_

- **RENTAL UNIT**

Rental Unit Phone Number \_\_\_\_\_

I certify that the statements made in this application are true, complete, and correct to the best of my knowledge. Any false, misleading, or incomplete information constitutes grounds for denial of this license.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Short-Term Rental/Vacation Rental Owner's Designee Certification

Pursuant to Carefree Town Code Section 6-3-8, D.,

I, \_\_\_\_\_  
(Owner's First and Last Name)

certify that \_\_\_\_\_  
(Owner's Designee First and Last Name)

to act on my behalf related to the Short-Term/Vacation Rental property located at the address below:

\_\_\_\_\_  
(Physical Address)

\_\_\_\_\_  
Property Owner/Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address



## Owner and Owner's Designee(s) Attestation

Pursuant to Carefree Town Code Section 6-8-3, D.,

I, \_\_\_\_\_  
(Owner or Owner's Designee First and Last Name)

1. I am not a registered sex offender;
2. I have not been convicted of any felony act that resulted in the death or serious physical injury of another within the last five years; and,
3. I have not been convicted of any felony use of a deadly weapon within the last five years.

\_\_\_\_\_  
Property Owner/Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address



## Neighbor Notification & Liability Insurance Compliance Attestation

### Type of Notification (required)

- Initial
- Change in Contact Information

### Neighbor Notification Required

Pursuant to Carefree Town Code Section 6-8-5, prior to renting a short-term rental for the first time, the owner or owner's designee is required to notify all single-family residential properties adjacent to and across the street (directly, and diagonally in both directions) from the short-term rental property. In the case of a multi-family residential building, the owner or owner's designee is required to notify all units on the same building floor as the short-term rental unit.

*(Note: adjacent shall mean the condition of being near to or close to but not necessarily having a common dividing line. Therefore, two (2) properties which are separated only by a street or alley shall be considered adjacent to one another.)*

After providing such notification, the owner or owner's designee shall attest compliance on this form that contains the following information:

- Carefree short-term rental license number;
- Address of each property notified; and
- How the notification was provided - Written Notice (includes notice sent by electronic means), United States Mail, or Hand Delivered).

### IMPORTANT:

**If your contact information were to change, you are required to provide the notice of the change in writing and include the following information: the short-term rental license number, the physical address of the short-term rental, and the name, address, and twenty-four (24) hour telephone number of the emergency point of contact for the short-term rental. This notice shall occur within fifteen (15) business days.**

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Short-term Rental Property Address

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Carefree License Number

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License Name



## Attestation

Pursuant to Carefree Town Code Section 6-8-5,

I, \_\_\_\_\_  
(Owner's First and Last Name)

certify that I have obtained all required insurance and have notified the following property owners by the following means:

Property Owner and Address	Notification

(Next Page)



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Property Owner/Officer Signature

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Date

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Phone Number

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Email Address



## Short-Term Rental/Vacation Rental Licensing *Inspection Checklist*

The following shall be included under the Town's on-site inspection:

YES	NO	REQUIREMENT NOTES
		Smoke Alarms <ul style="list-style-type: none"> <li>• Record of Inspections upon Request</li> <li>• Alarms shall be Interconnected (wireless ok)</li> </ul>
		Carbon Monoxide Alarms <ul style="list-style-type: none"> <li>• Record of Inspections upon Request</li> </ul>
		Fire Extinguishers <ul style="list-style-type: none"> <li>• Kitchen area</li> <li>• Other floors</li> <li>• 20 feet from outdoor fire features</li> <li>• Shall be tagged or labeled within 1 year</li> </ul>
		Fire Safety Evacuation Map <ul style="list-style-type: none"> <li>• Shall be each floor posted on a wall or door</li> </ul>
		Local Phone Service <ul style="list-style-type: none"> <li>• Requires contact info at phone</li> </ul>
		Record of Pest Control Treatments <ul style="list-style-type: none"> <li>• Upon request; Town will discuss with HOA per condominiums</li> </ul>
		Pool Barrier Requirements (if applicable) <ul style="list-style-type: none"> <li>• Building Official to discuss if condominium</li> </ul>
		Use Notice: Shall be each floor posted on a wall or door <ul style="list-style-type: none"> <li>• Front Door</li> <li>• Back Door</li> <li>• Aerial of Property</li> </ul>

# CAREFREE SHORT TERM/VACATION RENTAL APPLICATION

**Town of Carefree**  
 Administrative Offices  
 8 Sundial Circle  
 Carefree, AZ 85377

**Make \$40 check payable to:** Town of Carefree  
**Mail to:** PO Box 740  
 Carefree, AZ 85377



STR 2023/2024

SECTION I. Business Information								Office Use Only	
DBA (Name on Sign)			Official Business Name					Business License # <b>STR23/24</b>	
Primary Business Type: (Check One) <input type="checkbox"/> Commercial Rentals (Attach list of tenant names and contact information) <input type="checkbox"/> Residential Rentals (# of units _____)								Application Fee \$40.00 paid CK# _____ CC: _____ Cash _____	
Describe Nature of Business Short Term Rental								Receipt #	
# of Employees (including Owner)		State Sales Tax# (TPT)		Contractor's License # (If applicable)				Initials	
APPLICATION PURPOSE: (Check One) <input type="checkbox"/> New Business to Carefree <input type="checkbox"/> License Renewal <input type="checkbox"/> Updating Information								Comments	
Contact Name(s)				Title(s)					
Business Physical Address (no PO Box)			Suite/Apt#		Business Mailing Address (PO Box)			Suite/Apt#	
City		State	Zip Code		City		State	Zip Code	
Business Phone #		CEL Phone # or Additional Phone #							
E-Mail				Business Website					
Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corp.-State/Inc. # _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other									
<small>Describe</small>									
SECTION II. Business Premises Status & Landlord/Property Manager Contact Information (if not located in Carefree disregard this section)									
Do you own the property where your business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" – complete the Landlord/Property Manager contact information below:									
Landlord/Property Manager Name				E-Mail Address			(Area Code) Telephone #		
Mailing Address			Suite/Apt#		City		State	Zip Code	
Do you rent a portion of your business premises to someone else? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of other Person/Entity: _____									
SECTION III. Applicant's Certification: I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any taxes due to the State of Arizona.									
<b>NOTE: Incomplete applications may not be processed.</b>									
Print Name(s)				Signature(s)				Date	

**FOR CREDIT CARD PAYMENT** Authorization for \$44.00 payment (\$4.00 credit card fee) to the Town of Carefree: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRES \_\_\_\_\_ / \_\_\_\_\_ CCV# \_\_\_\_\_ ZIP CODE \_\_\_\_\_

IF YOU PURCHASE AN EXISTING BUSINESS - BE SURE THE FORMER OWNER HAS PAID ALL SALES TAX. BY LAW, YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Revised 08/03/2023