





# PHASE I

## PRE-APPLICATION PERIOD

- Accept applications for a 6-month period from 9/13/22 to 3/13/23
- **NO** fees will be collected during this phase
- Via online and by appointment only
- Identification numbers will be entered in a random number generator process to determine the order or priority in which applications will be processed
- Applicants will be required to submit the pre-application & attestation forms while the other requirements will be optional during this phase

**STEP 1**

Submit Pre-Application  
Form

**STEP 2**

Pre- Application Form  
Review

**STEP 3**

Assign ID Number

# PRE-APPLICATION ENTRY PERIOD

Submit Pre-Application Form

\* required info

## INFORMATION ON APPLICATION FORM

### REQUIRED REQUIREMENTS \*

- a. Notarized Attestation

### BUSINESS INFORMATION \*

- a. Business/Entity Name
- b. DBA (if applicable)
- c. Authorized Contact Email Address
- d. APN (Parcel Number)
- e. Property Address
- f. Mailing Address

### PROPERTY INFORMATION \*

- a. **Property Type:**
  - Condominium
  - Single-Family Dwelling
  - Townhouse
- b. Number of Rooms
- c. Number of Nights Rented Out
- d. **Business Owner Type:**
  - Corporation
  - Limited-Liability Company
  - Limited Partnership
  - Partnership
  - Sole Ownership
  - Trust

### OWNERSHIP & CONTACT INFORMATION \*

- a. Name
- b. Date of Birth
- c. Mailing Address
- d. Phone Number
- e. Email Address

### PROPERTY MANAGEMENT COMPANY

- a. Company Name
- b. Contact Person
- c. Address
- d. Phone Number
- e. Email Address

### HOMEOWNERS ASSOCIATION

- a. Company Name
- b. Phone Number

### OPTIONAL ATTACHMENTS

- a. GIS Map Printout
- b. Fictitious Firm Name (if applicable)
- c. Assessor's Parcel Detail Page
- d. Liability Insurance
- e. NV Secretary of State Homeowners Association (HOA) Governing Document
- f. Sewer Bill

## WAYS TO APPLY

- Online
- Appointment

Duplicate Submission?

N

Automatic email with pre-application identification number

Y

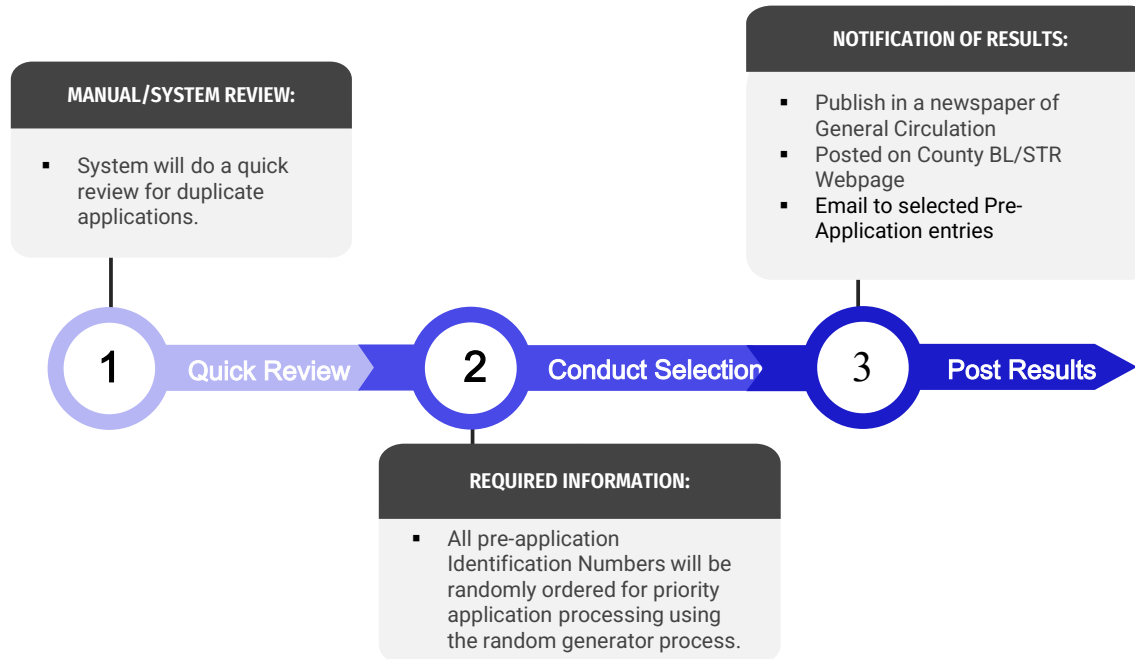
Automatic Rejection (based on APN entered)

# PRE-APPLICATION ENTRY PROCESS



# PHASE II – APPLICATION PROCESS

## PRE-APPLICATION SELECTION PROCESS



# PHASE II- APPLICATION PROCESS

## STR PROCESSING

- Applications from the selection process will be sent a letter and email with an application link to proceed with their applications.
- Selected applications will be given **30 days** to complete the process.
- Completing the submission process does not guarantee issuance of a license as all applications will go through an application review process for issuance or denial of a Short-term rental license.

### FEES DURING THIS PHASE

- \$45 - Application Fee (non-refundable)
- \$150 – Inspection Fee (non-refundable)

### ANNUAL FEE

- \$750 – 3 or fewer bedroom
- \$1,500 – More than 3 bedrooms

### STEP 1

Submit Application

### STEP 2

Application Review

### STEP 3

Application Result

# PHASE II – APPLICATION PROCESS

Submit Application

## WAYS TO APPLY:

- Online
- Appointment

\* required info

## INFORMATION ON APPLICATION FORM

### REQUIRED REQUIREMENTS \*

- Notarized Attestation

### BUSINESS INFORMATION \*

- Business/Entity Name
- DBA (if applicable)
- Authorized Contact Email Address
- APN (Parcel Number)
- Property Address
- Mailing Address

### PROPERTY INFORMATION \*

- Property Type:**
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  - Corporation
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  - Partnership
  - Sole Ownership
  - Trust

### OWNERSHIP & CONTACT INFORMATION \*

- Name
- Date of Birth
- Mailing Address
- Phone Number
- Email Address

### PROPERTY MANAGEMENT COMPANY

- Company Name
- Contact Person
- Address
- Phone Number
- Email Address

### HOMEOWNERS ASSOCIATION

- Company Name
- Phone Number

### LISTING NUMBER & URL LISTINGS \*

## REQUIRED DOCUMENTS FOR SUBMISSION:

1. GIS MAP
2. NVSOS
3. FFN Certificate (if applicable)
4. Assessor's Page
5. Liability Insurance
6. HOA Governing Document
7. Sewer Bill

Complete Documents?

N

Application suspended until missing documents are submitted

Y

Application Review



# PHASE II – After 30 days (from being selected)

