

SHORT TERM VACATION RENTAL CHECKLIST

Required Items for Short Term Vacation Rental Submission

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Property Owner(s) name _____

Property Address: (property being rented) _____

- _____ 1. Signed and original Short Term Vacation Rental Certificate Application (Remit non-refundable fee with this form to complete application)
 - The application fee for owner-occupied Short-Term Vacation Rentals shall be \$75.00
 - The application fee for all other non-owner occupied Short-Term Vacation Rentals shall be \$125.00
- _____ 2. Proof of ownership
- _____ 3. Proof of Agency/Rental Agent (if applicable)
- _____ 4. Proof of Insurance
- _____ 5. Concept Plan (see ordinance page 4- Section 20-2-105 (v))
- _____ 6. Hotel /Motel Tax Form
 - Contact Alice Alexander in Trustees Office at 423-626-3275 - Tax is 3% of what is collected and payable to the Claiborne County Trustee, by the 10th of each month
 - Town of Cumberland Gap- Tax is 1% of what is collected and payable to the Town of Cumberland Gap, by the 20th of each month
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- _____ 7. For grandfathered applications, proof of compliance
 - Proof of remitted taxes due on renting the unit for filing periods that cover at least six (6) months within the twelve month period immediately preceding the effective date of the Short Term Rental Ordinance (Ordinance Effective date: August 5, 2019)
- _____ 8. Business Tax Registration
 - Town of Cumberland Gap (Remit \$15.00 with enclosed form to complete application)
 - A county business license is also required and is issued by the County Clerk's office
- _____ 9. Short Term Vacation Rental Code Compliancy Checklist
 - Owner is responsible for arranging inspection (See checklist for building inspector and fire chief's contact information)
- _____ 10. Registration with Tennessee Department of Revenue for sales tax
 - Registration of sales tax is available on the Tennessee Taxpayer Access Point (TNTAP). To apply, please go to <https://tntap.tn.gov/eservices/> and select Register a New Business.

Please return this form with submission

If you have any questions regarding any of the above information you may contact Town Hall at 423-869-3860.

I was given and read a copy of the Short Term Rental Ordinance and agree to abide by these codes if issued a permit by the Cumberland Gap Board of Mayor and Alderman.

Signature(s) _____

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Yes _____

No _____

Note: There shall be a short term rental unit Permit renewal and inspection fee to be paid annually in the amount of \$100.00 which, upon inspection by the City and satisfactory demonstration of compliance by the Permit holder and property of the terms, provisions and conditions of the Short Term Rental Ordinance shall entitle the Permittee to renewal of the Permit for the ensuing twelve (12) months.

Signature(s) _____