



Short Term Rental Registration

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

SHORT-TERM RENTAL PROPERTY

Address: _____

Managed By: Individual Company

PROPERTY OWNER / CORPORATE OWNER REPRESENTATIVE

Name: _____

Company Name (if corporation owned): _____

Mailing Address: _____

Primary Email Address: _____

Secondary Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Driver's License # _____ DL State _____ Copy of license attached (required)

DESIGNATED LOCAL RESPONSIBLE PARTY

An owner must designate the name(s) and contact information of at least one other responsible party (**must be different that the party listed above**) who can be contacted regarding immediate concerns and complaints from the public if the owner cannot be reached. The person(s) designated may be the owner or another individual(s). They must be able to and shall be present at the premises within one (1) hour of call from the police department or city administrator, either in person or via video teleconference. The responding party must be authorized to make decisions on behalf of the owner regarding the premises and its occupants.

Name: _____

Company (if applicable): _____

Mailing Address: _____

Primary Email Address: _____

Secondary Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Driver's License # _____ DL State _____ Copy of license attached (required)

Permit Holder Agreement (Initial next to each statement and sign):

Initials Acknowledgements

- _____ I hereby certify the foregoing to be correct to the best of my knowledge.
- _____ I have read and understand the Short-Term Rental Ordinance **Article 3.09 (Division III)**. (*See back of document for summary terms*).
- _____ I agree to comply with the Short-Term Rental Ordinance and all applicable local, state, and federal laws.
- _____ I agree that if any of the information provided on this form changes or is no longer applicable before the expiration of this registration, I will contact the city within 5 business days and provide the updated information.
- _____ I understand that I am ultimately responsible for maintaining the property in compliance with city ordinance, therefore, I am financially responsible for any fees and/or fines that may be incurred as a result of code compliance violation citations and/or abatement actions taken by the city to bring the property into compliance.

Signature

Date

Name (Print)

Article 3.09 (Division III) – Registration of Short-Term Rentals

Below is a summary of this Article, however, it is the responsibility of the property owner to read the full ordinance prior to signing this application.

- It shall be unlawful for any owner or person to rent, lease, advertise, or otherwise permit or allow any premises to be operated or used as an unregistered short-term rental or long-term rental in accordance with this Article.
- **Renewals:**
 - All short-term rental registration will expire annually on January 15th.
 - No short-term rental registration may be renewed without a completed renewal application submitted by the owner and payment of renewal fee.
 - Renewals may be filed beginning thirty (30) days prior to expiration of current registration.
- **Requirements before application is considered for approval:**
 - Must fully complete and provide a signed Short-Term Rental Registration Application.
 - Must obtain a Certificate of Occupancy as described in Article 3.05 prior to obtaining the initial or any renewal registration. Proof of compliance with this requirement is required as part of the short-term rental registration or renewal application.
 - Must pay applicable fee at the time the application is filed.
- Short-term rental registrations are non-transferable and shall not be assigned nor transferred to another person or entity.
- **Occupancy Restrictions:**
 - When using the premises as a short-term rental, it shall be unlawful for an owner or person to rent, allow, provide, or advertise:
 - For more than two (2) persons per bedroom, plus two (2) additional persons; and
 - For more than twelve (12) persons (including children) to occupy a short-term rental at any one time regardless of number of bedrooms at the premises.
 - For more than one at a time.
 - A visual inspection of more than twelve (12) persons by a city employee at the premises is prima facie evidence of and shall be probable cause to issue a citation for violation.
- It shall be unlawful for an owner or person to permit, allow or advise occupants to park more vehicles on the premises than the available off-street parking spaces, or permit parking of vehicles on an unapproved surface.
- It shall be unlawful for an owner to rent or lease a short-term rental for a period of less than one night.
- **Special Events:**
 - It shall be unlawful for an owner or occupant to advertise or promote a special event, or allow the advertising and promotion of a special event (e.g. event center, banquet, wedding, reception, reunion, bachelor or bachelorette party, concert, or any similar activity that would assemble large numbers of invitees) to be held on the premises of a short-term rental.
 - It shall be unlawful for an owner or occupant to allow, suffer or permit a special event as described to be held on the premises.
- An owner or person operating a short-term rental shall provide a notice of instructions (also known as "host rules") to occupants staying at the premises. The notice shall instruct the occupants as to all applicable City regulations pertaining to short-term rentals. These include, but are not limited to, occupancy restrictions, parking, trash pickup, prohibitions on special events, limits on noise, and curfew times.
- A copy of the approved short-term rental registration shall be posted at a conspicuous location inside the front entrance(s) to the short-term rental.
- It shall be unlawful for an owner or person to advertise a short-term rental in any medium, including but not limited to Hosting Platforms, newspaper, magazine, brochure, website, or mobile application without including the current assigned permit registration number.
- It shall be unlawful for an owner or person to use, advertise or promote or allow the use, advertisement or promotion of a short-term rental using a registration number not assigned to the owner or person, or to a different address, or to a different dwelling unit.
- It shall be unlawful for an owner or occupant of a short-term rental to allow, permit, or make any noise that would be in violation of the city's noise ordinance under Article 8.04 of the Code of Ordinances.
- The owner shall be responsible for all garbage, rubbish, and recyclables in accordance with Article 13.02 "City Utilities", Division 3 "Refuse collection and Disposal.
- The owner of the short-term rental shall maintain the building and the property in a clean, safe, secure, and sanitary condition and to take all necessary actions to keep the building and property in full compliance with all federal, state, and local laws.