

SHORT-TERM RESIDENTIAL RENTAL PERMIT APPLICATION PROCEDURES

Overview:

All properties used as Short-Term Residential Rental properties must be registered with and permitted by ALSZD. Non-compliance will result in violation fees and code enforcement action.

Short-Term Residential Rental means one or more dwelling units, including either a single family detached, or multiple family attached unit, located within the ALSZD, which are rented for a period of not less than 1 (one) night nor more than 29 (twenty-nine) consecutive days to the same person or persons.

Short-Term Residential Rentals are not commercial, but strictly a residential use of the property under the ALSZD ordinance.

Full Ordinance and Application forms may be found at www.nmalszd.com Also refer to any and all “Resolutions” posted on the website under Published Documents.

Process:

ALSZD Short-Term Residential Rental Application forms may be obtained at the ALG&CC office or online at www.nmalszd.com Short-Term Residential Rental Permits are issued to the owner of the property for a period of 2 (two) years for a fee of \$900.00. The permits are not transferable nor refundable.

The ALSZD Short-Term Residential Application forms are to be completed by the property owner or representative. Be advised, if the owner of the property has a property manager or representative, the statement must be notarized.

Per the standard permit review process, permit applications must be in the ALG&CC office or sent by USPS directly to ALSZD P.O. Box 578 Alto, NM 88312 by 3:00 pm the Friday prior to the ALSZD regularly scheduled meeting in order to be included on the Commission's Agenda. The ALSZD Commission will review the permit applications at regularly scheduled meetings which are held the 1st and 3rd Thursday of each month. The owner, property manager or representative must attend the meeting in person.

A. Definitions:

- 1) Local contact person, property manager or representative who lives in the immediate area should be available within 1 (one) hour or less to tenant and/or neighbor with questions or concerns and is authorized to respond to any violation of this ordinance and/or the ALG&CC covenants.**
- 2) Managing agency or agents means a person, firm or agency licensed by the New Mexico Real Estate Commission representing the owner of the residential rental, or a person, firm or agency owning the rental unit.**
- 3) Rent means the consideration charged , whether or not received, for the occupancy of space in a residential rental, valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits, property and services of any kind or nature without any deductions whatsoever.**

- 4) The maximum number of occupants and vehicles that the dwelling unit can accommodate are outlined as such; a) 2 (two) adults per bedroom maximum b) a minimum of 3 (three) off road parking spaces, not to exceed 1 (one) vehicle per bedroom maximum.

B. Letters to Property Owners Adjacent to Proposed Short-Term Rental Property:

The letters must include, at a minimum, the name, address and email address (including 24-hour emergency contact number) of the agent, representative or local contact person for the property owner.

C. Tenant Notification Requirements:

Each Short-Term Residential Rental unit shall have a clearly visible and legible notice posted by the owner or managing agency or agent within the unit by or adjacent to the interior front door containing, at a minimum, the following information:

1. A copy of the Short-Term Residential Rental Permit
2. The name of the managing agency, agent, property manager, local contact person or owner of the unit and must include 24-hour emergency contact, name and phone number.
3. The maximum number of occupants/guests that are 3 (three) years of age and older permitted to stay in the unit/property
4. The maximum number of vehicles allowed to park at the property, no on street parking allowed.
5. The specific procedures regarding trash and refuse disposal.

- 6. A notification that an occupant/guest may be cited and/or fined for creating a disturbance and/or violation other provisions of the ALSZD ordinance and/or ALG&CC covenants.**
- 7. Notice that noise provision contained in the ALG&CC will be enforced and that quiet hours are to be observed between the hours of 10:00 pm and 8:00 am.**
- 8. Ground fires, campfires, fire rings and fire pits are forbidden.**
- 9. The 911 address of the property.**
- 10. Leash laws contained in the ALG&CC covenants will be enforced. All pets must be on a leash anytime they are off the premises.**
- 11. ALG&CC covenants makes it “unlawful” for any person to discard a lit cigarette, cigar, match or any other type of incendiary material, including ashes from a fireplace.**

The items listed above are requirements all Short-Term Rentals must comply with.