

# Short-term Residential Rental Permit Application Process

ALSZD Short-term Residential Rental Application & Permit form may be obtained at the ALG&CC Club office or online at [www.nmalszd.com](http://www.nmalszd.com) (see Processes, Apps, Forms tab). Short-term residential rental permits are issued to the owner for a period of three years and are not transferable nor refundable.

The ALSZD Short-term Residential Rental Application & Permit form are to be completed by the owner/representative. If not self-representing, the owner must complete and have the statement appointing a representative notarized.

Per the standard permit review process, permit requests are to be in the ALG&CC office by 3:00 p.m. on the Friday prior to the regularly scheduled meeting. The ALSZD Commission shall review the permit application at a regularly scheduled meeting (held the 1<sup>st</sup> and third Thursday of each month). Owner/representative must be present at meeting.

ALSZD administrator will document the application data and prepare the permit in the name of the owner of the property. The Owner/representative must be present at the Regular meeting of the ALSZD, and the Permit will either be issued or not, based on the Commission's vote. Upon payment of the fee, the permit will be issued.

Permit is valid for three years from date of issue. The ALSZD will log the issuance of the permit. Renewal permits still require to be completed by the owner/representative and they must be present at the Regular meeting of the ALSZD. There are no automatic renewals.

## CHECKLIST

\_\_\_ Lincoln County Lodger's Tax Number (This may be held by the managing agency or agent)

\_\_\_ Short-term Residential Rental Application & Permit

\_\_\_ Signed/notarized statement appointing representative/agent (if needed)

\_\_\_ Proof of certified mail sent, or proof of hand-delivered notice signed by the recipient to all contiguous property owners, within a 200-foot radius, that the subject property is to be used for short-term rental. (to include at minimum: The name, address, email address and contact telephone numbers (including 24-hour emergency contact number) of the agent, representative or local contact person for the owner of the residential rental.

\_\_\_ All paperwork to be submitted by 3:00pm the Friday preceding an ALSZD regularly scheduled meeting (held the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month)

\_\_\_\_ Owner/Representative/Agent to attend the ALSZD meeting to answer any questions, and if permit is granted, to pay Permit fee. Permit is valid three years from date of issue.

## Letter to Property Owner of a Short-term Rental Property

All properties used as Short Term Residential Rental properties shall be registered through the ALSZD. Non-compliance can result in 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 the purpose of overnight lodging for a period of not less than 1 night nor more than 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.

Any violations of ALSZD ordinances, by renters, property owners will be held responsible and face possible Code Enforcement Action, in accordance with the ALSZD ordinances.

Unaccompanied Guest (renter) may use club facilities, if they have an Unaccompanied Guest Letter, in accordance with the ALG&CC Unaccompanied Guest policy.

### Definitions:

1. Local contact person means an owner, representative of the owner or local property manager who lives in the local, immediate area such that he/she is available to respond with an hour or less to tenant and neighborhood for questions or concerns and is authorized to respond to any violation of this ordinance and/or the ALG&CC covenants.
2. Managing agency or agent means a person, firm or agency licensed with the New Mexico Real Estate Commission representing the owner of the residential rental, or a person, firm or agency owning the residential unit.
3. Short-term residential rental means one or more dwelling units, including either a single-family detached or multiple family attached unit, rented for the purpose of overnight lodging for a period of not less than one night nor more than 29 consecutive days to the same person or persons.
4. 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 therefrom whatsoever.
5. The maximum number of occupants and vehicles that the dwelling unit can accommodate:
  - a. Two adults per bedroom, max.
  - b. A minimum of three off road parking spaces, not to exceed one vehicle per bedroom.

## 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 on or adjacent to the interior of the 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 telephone number at which that party can be reached on a 24-hour, seven days a week basis
3. The maximum number of occupants three years of age and older permitted to stay in the unit.
4. The maximum number of vehicles allowed to be parked on the property. (No off-street parking allowed)
5. The specific procedures regarding the disposal of trash and refuse.
6. A notification that an occupant may be cited and fined for creating a disturbance and/or for violating other provisions of the ALSZD ordinance and/or the ALG&CC covenants.
7. Notice that noise provisions contained in the ALG&CC covenants will be enforced and that quiet hours are to be observed between the hours of 10:00 p.m. and 8:00 a.m.
8. Ground fires, campfires, fire rings and fire pits are not permitted.
9. The 911 address for the property.
10. Leash laws contained in the ALG&CC covenants will be enforced. All animals shall be restrained on the premises and shall be accompanied and leashed when off the premises. Pet waste shall be removed.
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.
12. Discharge of any firearm within the ALSZD/ALG&CC area, is prohibited.
13. In order to use ALG&CC facilities, renter must have an Unaccompanied Guest Letter signed by the owner, taken to the business office and obtain a Guest Card, in accordance with the ALG&CC Information Guide, page 4.

If you have any questions concerning the process, please contact the Alto Lakes Special Zoning District via email ([info@alszd.org](mailto:info@alszd.org)). The full Ordinance and Application forms may be found at [www.nmalszd.com](http://www.nmalszd.com).

Thank you for your assistance and cooperation!

Revised 10/1/2019

