

SSVR Checklist

New Exempt

- Application
- Business License
- TOT Registration
- Proof of exemption

Owner occupancy

Either a driver's license showing the property address OR homeowner's insurance showing owner occupied OR property tax showing homeowner's exemption

Historic landmark

Staff will verify this with internal records

Occasional Use

Certification on the application attesting that you will not rent for more than 29 nights in a fiscal year

- Payment of \$160.00

New Non-Exempt

- Application
- Business License
- TOT Registration
- Payment of \$160.00

Renewal

- Application
- Business License
- Proof of TOT payment

TOT return for at least 1 quarter OR receipts OR cancelled checks

- Proof of rental history with 30 night stays

TOT return showing 30 night stays line item B OR ledger showing

bookings OR other evidence of bed nights

Payment of \$107.00

**This checklist provides typical acceptable evidence for applications. You may provide alternative evidence.