



VACATION RENTAL PROPERTY MANAGER UPDATE

PJR-13**2**

Property Name or Fictitious Business Name (if any)	
Vacation Rental Address	
License Number (or permit)	
Find the license number by searching for your property via the <u>Permit</u>	
<u>History Lookup</u> . Look for file numbers that start with the letters LIC,	
and that state "Vacation Rental License" in the description.	
Transient Occupancy Tax (TOT) Certificate Number	

OWNER INFORMATION

Owner First and Last Name	
Owner Email Address	

PROPERTY MANAGER INFORMATION

Property Manager First and Last Name	
Property Management Company Name	
Do NOT enter the vacation rental name here. Usually only	
professional property management companies handling multiple	
properies will have a company name. If no company name, enter: NA	
Property Manager Office Physical Address	
Enter the PHYSICAL address of the property manager.	
24-Hour Contact Phone Number	
This is the phone number neighbors can use 24/7 to call with issues	
about a vacation rental. Enter phone number with area code first	
Property Manager Email Address	
Certified Property Manager Number	
This number begins with "PMR." It is the number issued to the	
property manager upon property manager certification.	
Effective Date of Change to Property Management	

SIGNATURES

Printed Name of Property Owner
Signature
Date
Printed Name of Certified Property Manager
Signature
Date

Revised: 10/19/2020

