

ALTO LAKES SPECIAL ZONING DISTRICT

SHORT TERM RENTAL PERMIT APPLICATION PROCESS

WWW.NMALSZD.COM

Overview:

All properties used as a Short Term Rental, (STR), must be permitted by Alto Lakes Special Zoning District, no exceptions. Non-compliance will result in violation fines/fees, attorney fines/fees and code enforcement action.

Short Term Rental is as follows: One or more dwelling units, including either a single family detached, or multiple family attached unit, located within ALSZD, which are rented for a period of not less than one (1) night and not more than twenty-nine (29) consecutive days to the same person(s).

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

Full ordinance and application forms may be found on our website, www.nmalszd.com Also, refer to any and all Resolutions posted on our website under the Published Documents tab.

Process:

ALSZD Short Term Rental Application forms may be obtained on our website, www.nmalszd.com or at the ALG&CC office. Short Term Rental permits are issued to the owner of the property and are good for a period of two (2) years, check current Fee Sheet for permit fee.

You must also obtain a Compliance Certificate which are good for a period of one (1) year, check current Fee Sheet for inspection fee. The Short Term Rental permit and Compliance Certificate are not transferable or refundable.

The Short Term Rental permit application must be completed by the property owner or representative. Be advised, if the owner of the property obtains a property management, agent or representative of any nature, the Short Term Permit Owner's Representative form must be completed and notarized and submitted with all other necessary documents.

You must notify ALSZD via email, info.alszd@gmail.com and request a permit and submit all the required information/documents. We will respond within 48 hours of your request with the next steps and/or any necessary additional information required and/or a scheduled appointment. Checks should be made payable to ALSZD, we do NOT accept credit cards.

You must complete the Short Term Rental Application and Owner's Representative form if applicable. You must complete the Compliance Inspection Application. You must obtain your Lodger's Tax Certificate.

You must notify any and all neighboring property owners within 200 feet of the property you are requesting a Short Term Rental permit for via certified mail. You will need to submit the proof (slip from post office) the letter was mailed to the/these neighboring owners. The letter will need to include your intent to rent your property (include the address) as a short term rental. Include the 24 hour

local contact information as well as your contact information/property management contact information.

A. Definitions:

1. Local contact person, property manager or representative who lives in immediate area should be available within one (1) hour or less to the tenant and/or neighbor with questions or concerns and is authorized to respond to any violation of the ALSZD ordinance and/or the ALG&CC covenants.
2. Managing agency or agents is defined as a 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 property.
3. Rent is defined as the consideration charged, whether or not received, for the occupancy of space in a residential property, valued in monetary value, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits, property and services of any kind or nature without deductions whatsoever.
4. The maximum number of occupants and vehicles that the dwelling unit can accommodate are outlined as follows:
 - a) Two (2) adults per bedroom maximum.
 - b) A minimum of three (3) off road/street parking spaces, not to exceed one (1) vehicle per bedroom maximum.

B. Letters to Property Owners within 200 feet of Proposed Short Term Rental Property:

The letters must include, at a minimum, the name, address and email address of (including the 24 hour local/emergency

contact) of the owner, agent or representative. The letters must be sent via Certified Mail through your local Post Office, retain the slips the Post Office provides upon mailing the letter(s).

C. Tenant Notification Requirements:

Each Short Term Rental property shall have a clearly visible and legible notice posted by the owner, property management or representative within the property by or adjacent to the interior front door contain, or a guest book notebook, at a minimum, the following information:

- a) Issued (by ALSZD) Short Term Rental Permit, containing Compliance Inspection date.
- b) Lodger's Tax Certificate.
- c) Fire Restriction Levels.
- d) The name of the owner, property manager or representative along with the local 24 hour/emergency contact information.
- e) The maximum number of occupants/guests that are three (3) years of age and older permitted to stay in the property.
- f) The maximum number of vehicles permitted to park in the driveway (permitted space)of the property, no on street parking permitted.
- g) The specific procedures regarding trash and refuse disposal.
- h) Notification regarding occupants/guests may be cited and/or fined for creating a disturbance and/or violation as outlined in ALSZD ordinance and/or ALG&CC covenants.

- i) Notification of noise provision contained in the ALG&CC will be enforced, quiet hours are to be observed between the hours of 10:00 pm and 8:00 am.
- j) Ground fires, campfires, fire rings, fire pits, charcoal bbq are strictly prohibited.
- k) The 911 address of the property displayed/posted.
- l) Leash laws contained in the ALG&CC covenants will be enforced. All pets must be on leash anytime they are off the premises.
- m) ALG&CC covenants make it unlawful for any person to discard a lit cigarette, cigar match or any other type of incendiary material, including ashes from a fireplace.

All of the above requirements are mandatory compliance for each Short Term Rental. Any non-compliance act or incident can/will result in red tag/cease and desist action, fines, fees and/or court costs to the property owner, property management and/or representative.