



# DOÑA ANA COUNTY

OFFICE OF THE COUNTY CLERK  
845 North Motel Boulevard - Las Cruces, New Mexico 88007

(575) 647-7421 - Fax: (575) 525-6159 Toll Free: 1 (877) 827-7200 - TTY: (575) 525-5951

[www.donaanacounty.org](http://www.donaanacounty.org)

## SHORT-TERM RENTAL BUSINESS REGISTRATION APPLICATION

An application must be completed for each business and there is a \$35.00 fee for each business location. The fee is for the calendar year (January 1– December 31), and is **not** prorated. Renewing business fees are due by March 16<sup>th</sup>, if paid after this date; a delinquent penalty of \$10.00 will be incurred. Business certificates are not issued until all fees due are paid. To cancel this business or to change ownership, please contact the Doña Ana County Clerk's Office at 575-647-7421.

**Application Instructions:** Type or print clearly in blue or black ink only.

State of New Mexico CRS Number:		Parcel ID Number:	
Name, address and phone number of Property Owner:			
Mailing Address:			
Email and/or URL address:			
Physical Location(s) of Short Term Rental:			
Emergency Contact/Agent & Phone No. for 24/7 contact access:			
Are Hazardous Materials stored or used in your Household? Yes ___ No ___ If Yes, an Inventory/Disclosure form must be completed.			
Applicant's Signature:		Phone Number:	Date:
<b>----- For Planning Department Use Only -----</b>			
Date:	Rental Starting Date:	Zoning District:	
Application Fee: \$		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Staff Signature:			