



# Doña Ana County

## Community Development Department

Advance Planning ▫ Current Planning ▫ Building Services ▫ GIS

845 N. Motel Blvd. Las Cruces, NM 88007

(575) 647-7350 - FAX (575) 525-6131 - TTY (575) 525-5951

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

### Short-Term Rental Application

Submittal of an application does not constitute acceptance for processing until the department reviews the application for accuracy and completeness. All incomplete applications will be rejected.

CONTACT INFORMATION		
Property Owner:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
BTIN (Business Tax Identification Number):		

SUBJECT PROPERTY
Parcel ID:
Address:
24 Hour Emergency Contact Name and Phone Number:
Property Insurance Provider and Limits:
Number of parking spaces and location (garages, parking shelters, driveway spaces):
Number of fire extinguishers and location:
Total number of persons occupying the short-term rental unit:
Total number of beds including sleeping sofas:

OFFICE USE ONLY	
Application Date:	Permit Number:
Related Business Registration:	Receipt Number:
Application Fee:	Case Manager:

## REQUIRED DOCUMENTATION FOR A SHORT-TERM RENTAL APPLICATION

- 1) **Short-Term Rental Application** – Each item on this application shall be completed and all documentation required on this form shall be submitted before this application can be deemed complete.
- 2) **Short-Term Rental Business Registration** – Each short-term rental application must be accompanied with a short-term rental business registration.
- 3) **Property Insurance Provider** – Attach a copy of proof of insurance and liability limits.
- 4) **Smoke Detector Locations** – Attach a copy of the location map for all smoke detectors.
- 5) **Fire Extinguisher Locations** – Attach a copy of the location map for all fire extinguishers.
- 6) **Fee** – \$50.00 Short-Term Rental Application (one-time fee)  
\$35.00 Business Registration (annual fee)  
(Payments Accepted: Check, Cash, or Money Order)

## SHORT-TERM RENTAL PROCESS AND INSTRUCTIONS

### Short-Term Rental Property Definition

Any real property that is rented to a member of the public by a property owner where the renter has not manifested intent to make the dwelling unit a residence or household. Short-term rental property does not include owner/management occupied property where all meals are prepared for guest and provided to them, also known as a Bed and Breakfast (BnB), and does not include hotels and motels.

### Notification Responsibilities to Neighboring Property Owners

Within (10) ten days of the issuance of the short-term rental permit, the property owner shall, for informational purposes only, notify all property owners in writing within 200 feet of the property, notice of the issuance of a short-term rental property license. The name and phone number of the owner/operator/agent who will be available twenty-four (24) hours a day / seven (7) days a week to respond to any complaints regarding the operation or occupancy of the short-term rental shall be provided in the notice.

### Notification Responsibilities to Doña Ana County

Within (10) ten days of the mailing, the property owner shall provide the Community Development Department with a copy of the notice and a statement that includes a list of the property owners to whom the notice was mailed.

**SIGNATORY RESPONSIBILITIES**

I, the applicant for this application, acknowledge the following:

- 1) I understand and will abide with the following compliance requirements:
  - **Insurance Requirements** – A minimum \$1 million liability limit to include buildings and personal belongings.
  - **Occupancy** – May not be more than twice the number of beds or sleeping sofas on the premises.
  - **Gatherings** – The short-term rental shall not be used for gatherings of more than ten (10) additional persons above the allowed number of renters (including children) or be a venue for large gatherings of more than twice the limit of the number of renters allowed, whichever is less.
  - **Smoke Detectors** – The location map is required to be placed on the wall or on the back door at each entrance.
  - **Fire Extinguishers** - A minimum of (1) one currently serviced fire extinguisher is required to be placed within (10) ten feet of any kitchen or indoor cooking area.  
**The Doña Ana County Fire Chief or appointee shall have access to inspect for compliance with the Fire Codes upon a twenty-four (24) hour notice.**
  - **Noise Ordinance** – Noise or other disturbances is prohibited in or outside the short-term rental according to the County Noise Ordinance, Chapter 261 of the Code of Doña Ana County.
  - **Permit Posting** – The short-term rental permit shall be posted in a prominent window facing the road in front of the property and be visible from the road at all times.
  - **Public Notifications** – Within 10 days of the issuance of the short-term rental permit, a letter shall be sent to all property owners within 200 feet. Within 10 days of this mailing, I will provide the Community Development Department a copy of the letter and a list of the property owners that were notified.
  
- 2) I understand the Doña Ana County Community Development Department, Code Enforcement Offices, and Doña Ana County Sheriff’s Department shall have authority to document, cite and prosecute all alleged violations of the Ordinance and to pursue enforcement through any court or competent jurisdiction.

I agree to comply with all requirements of Ordinance No. 316-2020, any violations may result in suspension, revocation or termination of the Short-Term Rental Permit

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FORM MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC**

STATE OF NEW MEXICO

COUNTY OF DOÑA ANA

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

Seal