# SHORT-TERM RENTAL (STR) APPLICATION FORM

APPLICATION DATE -		THIS IS API	THIS IS APPLICATION IS (Choose One) -				
	9/6/25		<b>■</b> NEW	☐ RENEWAL	☐ NEW CONSTRUCTION		
1.		F SHORT-TERM RENTAL - 55:1409 Wilkes Boulev	ard, Apt. 103				
	Zip code:	65201					
	Boone County Assessor's Tax Parcel Identification Number: 17-113-00-34-004.00 01						
	Zoning district in which dwelling unit is located: (use City View to find your zoning): (Choose One) R-MF (Multi-family Dwelling)						
	What is the present use of the dwelling seeking STR authorization? (Choose one)						
	☐ Single-family ☐ Single-family, attached ☐ Two-family ☐ Multi-family ☐ Rooming House						
	Has this prop	erty previously been author	ized for a STR? YE	S □ NO ■ If	<b>NO,</b> proceed to question # 2		
	If YES, was the STR Certificate of Compliance revoked? YES $\square$ NO $\square$						
2.	TIER OF SHORT-TERM RENTAL -						
	Is the dwelling unit the Registrant's principal residence? YES NO • If yes, demonstrating documentation is required.						
	"Demonstrating documentation" is defined as one of the following documents: a valid motor vehicle or voter registration; federal or state tax returns or other financial documentation; a utility bill; a valid driver's license; or other legal documentation deemed sufficient by the Director of the Community Development Department.						
	Tier Designation (select one):						
	<ul> <li>□ Tier 1 (30 nights annually)</li> <li>□ Tier 2 (120 nights annually), No CUP required must be principal residence</li> <li>□ Tier 2 (210 nights annually), CUP required in A, R-1, R-2, R-MF zoning</li> </ul>						
	☐ Tier 3 (Up to 365 nights annually)						
	How will the dwelling be offered as a short-term rental (check those that apply)						
	■ Entire Home □ Partial Home □ Room						
	Maximum "transient" guest occupancy desired? (Choose One) 8						
	Does the dwelling current possess a current "Rental Certificate of Compliance"? YES 🔲 NO 🗆 If NO, proceed to question #3						
	If YES, provide Certificate of Rental Compliance number: ONS 015506						
3.	REGISTRANT (APPLICANT) FOR SHORT-TERM RENTAL -						
	Full name*:	Rock Bridge Rentals,	ПС				
	Address: 340 E. Chris Drive						
	City, State, Zip code: Columbia, MO 65203						
	Date of birth (xx/xxxx):						
	Last 4-digits of social security number or Federal Tax Identification Number:						
	Telephone number:						
	Email address:						
			an agent to proces	ss this application	? YES   NO   If NO, proceed to question # 4.		
	_				available within the <b>STR Documents Library</b> .		

<sup>\*</sup> NOTE: The registrant must be the owner or a long-term resident. If the registrant is not owner of dwelling unit, identification of each owner of the unit by full legal name, mailing address, date of birth (month/year), last 4-digits of SSN or Federal Tax Identification Number shall be provided on the form entitled Ownership Interests available within the STR Documents Library. If the dwelling unit is owned a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name and telephone number of each member of the limited liability company or officers or owners of the corporation or business shall e provided on the form entitled Ownership Interests available within the STR Documents Library.

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### 4. REGISTRANT'S PROOF OF DWELLING UNIT POSSESSION -

Is the registrant the legal owner of the dwelling as shown in the Land Records of Boone County Missouri? YES NO If YES, provide proof by valid warranty deed.

**If NO**, the following shall be supplied to support registrant's claim of legal possession of the dwelling and ability to obtain a STR Certificate of Compliance:

- 1. Valid lease or other verification of the tenant's right to possession of the dwelling unit; and
- 2. Notarized affidavit from the property owner allowing registrant to conduct a short-term rental within the dwelling. **Affidavit Form** is available within the **STR Documents Library**.

#### 5. DESIGNATED AGENT -

A designated agent located within the County of Boone who is accessible 24-hours per day, seven (7) days a week, must be specified. This agent will be responsible for addressing matters arising with the operation of the dwelling as a short-term rental in the absence of the registrant.

Full name: Matt Hake

Address: 1503 Keegan Court

City, State, Zip code: Columbia, MO 65203

Telephone number:

Email address:

Relationship to registrant: OWNET

## 6. WEBSITE OR LISTING PLATFORMS -

Provide a complete list (name and web-address) of the sites upon which dwelling would be listed.

Airbnb

### 7. DWELLING/SITE SPECIFIC INFORMATION -

Total number of bedrooms within the dwelling: 4

Approximate size of each bedroom or sleeping space (in square feet):

120 120 120

120

Total number of on-site driveway parking spaces (a space measures 8.5-ft x 18-ft): 9 + 2 Street per BS-UCO Does the dwelling unit or property presently have an accessory dwelling unit (ADU) within it or on-site? YES  $\square$  NO

## 8. CONDITIONAL USE PERMIT REQUIRED -

Any dwelling unit that is or is not a long-term resident's principal residence located in the A, R-1, R-2, and R-MF zoning districts and sought to be offered as an STR for 210 nights annually as well as any dwelling unit that is or is not a long-term resident's principal residence located in the M-OF zoning district and sought to be offered as an STR for greater than 120 nights annually shall obtain a conditional use permit (CUP) prior to being eligible for issuance of a STR Certificate of Compliance or Business License.

Review of the STR Flowchart will determine if a conditional use permit (CUP) is required. Whenever a Tier identified as either "conditional accessory use" or "conditional use" is shown within the Flowchart a CUP is required. If a CUP is required, the Conditional Accessory/Conditional Use Supplemental Questions Form shall be completed and attached to this application at time of submittal. The Conditional Accessory/Conditional Use Supplemental Questions Form can be found within the STR Documents Library.

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9	MECHANICAL EQUIPMENT CERTIFICATION/	INSPECTION		
	Is the dwelling to be used classified as a Tie	r 1 STR (see question #2)? ∐\\	ES <b>®</b> NO	
	If Yes, please proceed to application signatu	are and acknowledgement of a	ccuracy	
	If No, a Heating and Ventilation Systems Ce Certificate of Rental Compliance. This form Is will be requested as part of the Housing and Systems Certificate of Inspection and Approv	S NOT required to be submitted Neighborhood Services review	with your initial application of your STR application. Th	n. Submission of this form
10	SUPPPLEMENTAL APPLICATION	I QUESTIONS -		
(:	a) Has the subject dwelling prior to	this application been	used as an STR?	YES NO
	b) If "Yes" question (a), for how ma was the dwelling offered as an STR		ilendar year 20	
(	c) In relationship to the subject dwe	elling, how far is the "d	esignated agent" th	e dwelling in:
ı	Ailes 7.8 and Travel Time 18			
Sigi	nature and Acknowledgement o	f Accuracy (ALL APPLIC	ATIONS MUST BE SIGI	VED)
	digital/electronic signature is permitted. If an were required, and ATTACH PAGE as an I		•	manually
knov	undersigned hereby certifies that the infor vledge and belief, and the undersigned is e se operator/agent on behalf of the owner.			
Ga	expendentals, He	If Corporation:	mode	Le MOTHAKE
Own	er		President	MOTH HORE
			Secretary	
	owner/operator/agent may sign the follow absence of the owner/operator/agent:	ving consent form to allow t	the city inspector to have	e access to the premises i
-	CENTE TO INCOPPETION I beauty consent one	d acathouima tha Dinastan af C	ammunitu Davalanman	t ar decimae to enter

CONSENT TO INSPECTION I hereby consent and authorize the Director of Community Development, or designee, to enter upon and inspect the premises for which application is being made for the purpose of inspecting said premises to determine whether or not such premises is in compliance with Chapters 6, 9 (article II), 20, 23, 24, 25 and 29 of the City Code of the City of Columbia, Missouri for issuance of a certificate of compliance the Rental Unit Conservation Law.

Owner/Operator/Agent