



City of Williams

December 9, 2021

Mayor
John Moore

Vice-Mayor
Don Dent

City Council
Bernie Hiemenz
Frank McNelly
Lee Payne
Mike Cowen
Craig Fritsinger

City Manager
Tim Pettit

RE: Short Term Rentals

Vacation Rental / Room Rental / Air BnB / VRBO

Dear Property Owner;

The number of vacation rentals, or short-term rentals has been growing considerably over the last few years in the City of Williams. While researching this growing trend, we noticed that many of the rental units have never registered with the City of Williams and do not have a current business license.

All vacation rentals / short term rentals in the city of Williams are required to register as a vacation rental, have an annual business license, an annual fire inspection with the city fire inspector, an Arizona Transaction Privilege Tax number (TPT), and a contact number for the person responsible for day-to-day operations of the rental. Further, all short-term rentals must be registered with Coconino County as an income property, and proof of this will be required before a business license can be issued. Doing business without a business license is a violation to the city code section 111, and may be punishable by fines of up to \$1000 per day and denial of a business license for up to 3 years.

You are receiving this letter because your property has been identified as a short-term rental property, and it does not appear to have a current business license.

Please correct this within fifteen (15) days of the date posted at the top of this letter. If you have received this letter and you already have a current business license, or your property is not a rental property, please email or call me at the information at the bottom of this letter so our records can be updated.

Thank you in advance for your cooperation in this matter. With everyone's help, we will keep Williams a desirable, sustainable, hometown!

Respectfully,

Dan Gordon
Building Inspector/Code Enforcement Officer
dgordon@williamsaz.gov // 928-635-4451 Ext. 205