



## SHORT-TERM RENTAL LICENSE APPLICATION

**\$225.00 annual fee**

**(Please complete an application for EACH property address)**

*Allow 30 days for Approval*

[www.wichita.gov](http://www.wichita.gov)

CITY LICENSING

455 N. Main, 1<sup>st</sup> Floor

Wichita, KS 67202

(316) 268-4553

**Check one:**     ☐ Owner-Occupied

☐ Non-Owner-Occupied

### Section 1—Applicant Information:

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

### Section 2--Address of Short-Term Rental (STR) Location:

Address of Location			Unit Number
Mailing Address			
City	County	State	Zip
Maximum Occupancy	Number of Rooms	Number of Legal Bedrooms	

### Section 3--Information pertaining to Owner, Manager, Responsible Party of the Short-Term Rental. If a partnership, information pertaining to all partners. If a Corporation, all Corporate Officers, Directors, or persons who own 25% or more of stock of a corporation:

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used				Phone between 8am & 5pm
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used			Phone between 8am & 5pm	
Address		City	State	Zip Code
Email				

Last Name	First Name	Middle Name	Gender	Date of Birth
Other Names Used			Phone between 8am & 5pm	
Address		City	State	Zip Code
Email				

**Section 4--Information pertaining to Resident Agent of Corporation or LLC; person or Management Company representing the Short-Term Rental for an owner located more than 30 miles outside of the city limits of Wichita:**

Last Name	First Name	Phone Number	
Company Name			
Address	City	State	Zip Code
Email Address			

**Section 5--Owner or Responsible Party who will be available twenty-four (24) hours per day, seven (7) days a week to respond to complaints regarding the operation or occupancy of the Short-Term Rental**

Last Name	First Name	Phone Number	
Business Address	City	State	Zip Code
Email Address			

- 1) Has any person listed in Section 3 ever had any license denied, revoked, or suspended by the City of Wichita, the State of Kansas, or any other Governmental Agency? Yes ☐ No ☐  
If yes, please explain: \_\_\_\_\_

**Section 6--Please attach the following:**

- a. A copy of a certificate of general liability insurance in the amount of \$250,000.00 per short-term rental unit. Liability insurance provided by a third party, such as an online booking platform, is acceptable proof of the required liability insurance.
- b. If an owner-occupied STR: provide 2 documents proving owner occupation. To be an owner-occupied short term rental, the owner must reside on the premises AND be present during the time that the dwelling unit is rented as a Short Term Rental. Identifying numbers such as Social Security Numbers, Driver's License Numbers, and Bank Account number must be redacted on the copies provided to the City. Acceptable forms of proof include:
  - (1) A Kansas Driver's License;
  - (2) Other valid State of Kansas Identification Card;
  - (3) Sedgwick County Voter Registration Card;

- (4) Current employer verification of residential address from the employer on company letterhead;
- (5) Current automobile, life or health insurance policy;
- (6) Paycheck/check stub;
- (7) IRS W-2 Form;
- (8) A bank statement
- (9) Other documentation showing the owner's residential address.

- c. A scaled floor plan showing the layout and square footage of the Short-Term Rental Unit(s). Such floor plan, at a minimum, shall include a designation and location of bedrooms, bathrooms, and kitchens, the dimensions of such rooms and the means of ingress and egress within each room and the dwelling unit.
- d. A notarized authorization granting the Resident Agent express, actual authority to sign documents, to receive service, and to act on the behalf of the Owner or Licensee.
- e. A notarized statement signed by the Owner or Responsible Party that the Short-Term Rental will be operated in compliance with all the terms and conditions of Chapter 3.40 and all other applicable City Codes and State statutes, including, but not limited to: Wichita-Sedgwick County Unified Building and Trade Code, Wichita-Sedgwick County Unified Zoning Code, International Fire Code, and Chapters 7, 8, 15, 18, 19, 20, 21, 22 and 28 of the Code of the City of Wichita and any amendments thereto.
- f. A notarized statement signed by the Owner or Responsible Party that all applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service.

I hereby certify that I have read and am familiar with Chapter 3.40 of the Code of the City of Wichita and with the requirements thereof as they pertain to my license. Further, I understand and certify that I, the owner, responsible party, or any employee thereof will not, in renting or leasing a Short-Term Rental Unit, discriminate against any person or persons on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, sexual identity, gender identity or age.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE

**Attachment 6c – Floor Plan**

Please draw a scaled floor plan showing the layout and square footage of the Short-Term Rental Unit(s). Such floor plan, at a minimum, shall include a designation and location of bedrooms, bathrooms, and kitchens, the dimensions of such rooms and the means of ingress and egress within each room and the dwelling unit.

A large grid of 30 columns and 20 rows, intended for drawing a floor plan. The grid is composed of small squares, with a larger square in the top right corner (columns 25-30, rows 1-4) that is not part of the main grid pattern.

**Attachment 6d—Resident Agent Authority**

I, the Owner of the described Short-Term Rental property, appoint \_\_\_\_\_ as Resident Agent of my property. This authorization grants the Resident Agent express, actual authority to sign documents, to receive service, and to act on the behalf of the Owner or Licensee.

AND

**Attachment 6e—Compliance**

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that the property will be operated in compliance with all the terms and conditions of Chapter 3.40 of the Code of the City of Wichita and all other applicable City Codes and State statutes, including, but not limited to: Wichita-Sedgwick County Unified Building and Trade Code, Wichita-Sedgwick County Unified Zoning Code, International Fire Code, and Chapters 7, 8, 15, 18, 19, 20, 21, 22 and 28 of the Code of the City of Wichita and any amendments thereto.

AND

**Attachment 6f—Taxes and Income**

I, the Owner or Responsible Party of the described Short-Term Rental property, affirm that all applicable taxes on the property have been paid and that any income from the rental of such property is being reported as taxable income to the Internal Revenue Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My appointment expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.