

**NOTICE OF ISSUANCE  
OF SHORT TERM RENTAL  
PERMIT**

**PERMIT NO. \_\_\_\_\_**

Date of Mailing: \_\_\_\_\_

On (Date of issuance) **safsafas**, the City of Santa Fe issued a permit for a short-term rental unit at: \_\_\_\_\_, Santa Fe, New Mexico \_\_\_\_\_.  
(Street Address) (Zip code)

Section 14-6.2(A)(5)(d)(vi) of the City of Santa Fe City Code requires that within ten days of issuance of a short-term rental permit the owner or operator of the short-term rental unit shall mail a notice to all property owners within 200 feet of the property for which a permit has been issued.

Please contact the following person(s) who will be available 24 hours per day, seven days per week to respond to any complaints regarding the operation or occupancy of the short-term rental unit:

\_\_\_\_\_  
Owner (required)

\_\_\_\_\_  
Telephone number (required)

\_\_\_\_\_  
Operator (if applicable)

\_\_\_\_\_  
Telephone number (if applicable)

The city's short-term rental office responsible for enforcing Section 14-6.2(A)(5) of the Santa Fe City Code may be reached at 505-955-6324.

Sincerely,

\_\_\_\_\_  
Owner or operator

**STATEMENT FOR MAILING NOTICE  
OF SHORT TERM RENTAL PERMIT**

**PERMIT NUMBER** \_\_\_\_\_

On \_\_\_\_\_, I, \_\_\_\_\_, owner or operator of the  
date of mailing notice  
short-term rental unit located at: \_\_\_\_\_, Santa Fe, New Mexico  
(Street Address)  
caused to be mailed the attached notice to the following property owners whose property is  
within 200 feet of the property on which the short-term rental unit is located:

LIST OF PROPERTY OWNERS (SEE ATTACHED LIST)

\_\_\_\_\_  
Owner/Operator Signature

\_\_\_\_\_  
Date of Signature

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

**Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,**

\_\_\_\_\_  
Signature of Notary Public

SEAL

My commission expires on: \_\_\_\_\_

Attach: Completed Notice

To be completed by City:  
Date of Receipt by Land Use Department \_\_\_\_\_