



Town of Nags Head  
**Short-Term Rental Registration**

Submittal Date: \_\_\_\_\_

Planning and Development  
 Department  
 5401 S. Croatan Highway  
 PO Box 99  
 Nags Head, NC 27959  
 252-441-7016: [www.nagsheadnc.gov](http://www.nagsheadnc.gov)

**Short-Term Rental Property Information**

*\*\*Please use the reverse for additional properties owned/managed;  
 each separate property requires registration annually by September 1<sup>st</sup> \*\**

Street Address:	<input type="checkbox"/> Whole House Rental <input type="checkbox"/> Partial House Rental
	Total Number of Bedrooms in the House:
Subdivision:	<i>*Partial House Rentals Only*</i>
PIN #:	Number of Bedrooms Rented:
Parcel #:	Number of Parking Spaces:

*For Partial House Short-Term Rentals: 1) the number of parking spaces must equal the minimum required for the single-family dwelling, plus one additional space for the Short-Term Rental use, and 2) the rental of more than 2 bedrooms may constitute a bed and breakfast, which are subject to different regulations and restrictions.*

Property Owner Information	Operator Information, if applicable
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Is there a <b>Local Contact</b> that would be available to respond to issues related to the operation of the property/properties if the Owner or Operator were unavailable?	
Name:	
Phone:	
Email:	
Is <b>Liability Insurance Coverage</b> in effect to operate this property/properties as a short-term rental? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Acknowledgment**

*By signing this registration form, I am acknowledging that I am aware of all local and state laws pertaining to the operation of a short-term rental, including the North Carolina Vacation Rental Act, and the requirement to pay all sales and occupancy taxes.*

<b>Property Owner Signature</b>	<b>Operator Signature, if applicable</b>
_____ Date: _____	_____ Date: _____

**Short-Term Rental Property Information - 2<sup>nd</sup> Property**

Street Address:	<input type="checkbox"/> Whole House Rental <input type="checkbox"/> Partial House Rental
	Total Number of Bedrooms in the House:
Subdivision:	<i>*Partial House Rentals Only*</i>
PIN #:	Number of Bedrooms Rented:
Parcel #:	Number of Parking Spaces:
<i>For Partial House Short-Term Rentals: 1) the number of parking spaces must equal the minimum required for the single-family dwelling, plus one additional space for the Short-Term Rental use, and 2) the rental of more than 2 bedrooms may constitute a bed and breakfast, which are subject to different regulations and restrictions.</i>	

**Short-Term Rental Property Information - 3<sup>rd</sup> Property**

Street Address:	<input type="checkbox"/> Whole House Rental <input type="checkbox"/> Partial House Rental
	Total Number of Bedrooms in the House:
Subdivision:	<i>*Partial House Rentals Only*</i>
PIN #:	Number of Bedrooms Rented:
Parcel #:	Number of Parking Spaces:
<i>For Partial House Short-Term Rentals: 1) the number of parking spaces must equal the minimum required for the single-family dwelling, plus one additional space for the Short-Term Rental use, and 2) the rental of more than 2 bedrooms may constitute a bed and breakfast, which are subject to different regulations and restrictions.</i>	

**Short-Term Rental Property Information - 4<sup>th</sup> Property**

Street Address:	<input type="checkbox"/> Whole House Rental <input type="checkbox"/> Partial House Rental
	Total Number of Bedrooms in the House:
Subdivision:	<i>*Partial House Rentals Only*</i>
PIN #:	Number of Bedrooms Rented:
Parcel #:	Number of Parking Spaces:
<i>For Partial House Short-Term Rentals: 1) the number of parking spaces must equal the minimum required for the single-family dwelling, plus one additional space for the Short-Term Rental use, and 2) the rental of more than 2 bedrooms may constitute a bed and breakfast, which are subject to different regulations and restrictions.</i>	

Staff Use

**Registration Fees Paid \$**  
 (\$25 per Short-Term Rental Property)

**Acceptance:** Y N By:

**Registration Number(s): 2019-\_\_**