SHORT TERM RENTAL MANAGEMENT COMPANY/RESPONSIBLE PARTY CHANGE FORM

$25 CHANGE FEE

STR # \_\_\_\_\_\_\_\_\_\_\_

DATE REQUEST FOR CHANGE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_

NEW OWNER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE # ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UBI#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City of Chelan Business License #\_\_\_\_\_\_\_\_\_\_\_\_\_

SHORT TERM RENTAL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW MANAGEMENT COMPANY/RESPONSIBLE PARTY INFORMATION

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER SIGNATURE AUTHORIZED AGENT SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME PRINT NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE DATE

INSTRUCTIONS HOW TO PAY $25 FEE:

The fee can be paid by personal check made payable to the City of Chelan, credit card, e-check, or PayPal.

If paid by personal check, you can bring it into the office, mail it to the address below or put it in an envelope in the drop box behind City Hall with "Building Dept." on it as well as the property address. If paid by credit card or e-check, this can be processed through [Invoice Cloud](https://www.invoicecloud.com/portal/(S(alu1ithaksvhgpomaxyav2tp))/2/Site.aspx?G=f7b969e1-c81e-4c2d-b562-e0f5f4e6a01a). Choose Building Permit and use STR-# as your account number to ensure proper processing.