



## Short-Term Rental (STR) Local Representative Responsibility (Property Manager) and Owner Authorization

**Check One:**     New STR  
                    Existing STR – Change of Property Contact

STR Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

**Designated Local Representative (Property Manager):**

Name: \_\_\_\_\_

Address of Physical Residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A copy of designated local representative's (Property Manager's) driver's license must be attached for address verification.**

**Owner Declaration:**

Each owner of a short-term rental property shall designate a local person whose physical address of residence is **within** thirty (30) miles to the registered STR's street address to serve as the local representative (Property Manager). The local representative (Property Manager) shall have access and authority to assume management of the unit and take remedial measures. The representative (Property Manager) shall be available 24 hours a day, 7 days a week to respond to tenant and neighborhood questions or concerns and must have a text-enabled phone. An owner of a short-term rental may designate himself/herself as the representative (Property Manager), as long as their physical address of primary residence is **within** thirty (30) miles to the registered STR's street address.

**If you have listed yourself as the designated local representative (Property Manager) and will be renting out your entire primary residence, you certify that you will remain within thirty (30) miles to the registered STR throughout the duration of the rental.**

I am the owner(s) of the subject property and hereby authorize the designated person listed above to assume responsibility as the local representative (Property Manager).

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Owner Signature	Printed Name	Date
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**Representative (Property Manager) Responsibility:**

As the local representative, and due to the language "assume management of the unit and take remedial measures", you are responsible for contacting the renters when you have been notified of a complaint. You may be contacted by the City of Crosslake Police Department to secure the property as needed. Therefore, your phone number will be available to police staff, and will be listed under the short-term rental disclosure for renters within the interior of the unit.

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Representative (Property Manager) Signature	Printed Name	Date
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**Any change of the representative (Property Manager) or modification of contact information must be furnished to the City of Crosslake within five (5) days of effective date of change.**