

Short Term Rental Notification

[INSERT DATE]

[NAME OF PROPERTY OWNER]

[MAILING ADDRESS OF PROPERTY OWNER]

[CITY, STATE ZIP of PROPERTY OWNER]

Dear Neighbor,

Per the requirement of City of Jonesboro, Arkansas, this letter serves notice that I am applying for a short term rental permit under the guidelines established in the Jonesboro Code of Ordinances for my property located at:

_____.

You can find out more information about the requirements for operating a Short Term Rental Property on the City of Jonesboro website at www.jonesboro.org then go to the Planning and Zoning Department page for STRP process. I intend to follow all regulations and to ensure that my tenants comply with all requirements. If there are ever any problems, you can contact me (or the person responsible for the property) at [INSERT CONTACT NUMBER FOR RESPONSIBLE PARTY].

Thank you,

[YOUR NAME]