



# SHORT-TERM RENTAL REGISTRATION APPLICATION PROCESS

- 1 Get your NM Tax ID #: **Wells Fargo Building** 400 N Pennsylvania Ave, Suite 200 or online at [tax.newmexico.gov](http://tax.newmexico.gov).
- 2 Download and complete Registration Application online at **ROSWELL-NM.GOV**: Submit to Business License Clerk for review with \$35 check/money order and necessary documents. **Necessary Documents:** Parking Plan which includes one ADA and one standard space, Fire Inspection, and Site Plan (for addition/remodel if applicable).
- 3 Call **Fire Marshal Office** (575) 637-5661 and **City Building Inspection Office** (575) 637-6293 for an appointment.
- 4 City of Roswell will do a Zoning Review of Parking Plan and Site Plan if it is an addition or remodel only).
- 5 City of Roswell will issue registration License issued by the Business License Clerk along with Lodgers' Tax ID.
- 6 You're official! Start collecting Lodgers' Tax and remember to remit collection by the 25th of the succeeding month.

To have your business license issued by the Business License Clerk ensure you have completed the steps outlined above. Those steps are: receive a New Mexico Tax ID number, completed and submitted the Short Term Rental Permit and License Registration form with your payment of \$35 to the Business License Clerk for review, called and set up inspections with the city building and fire inspectors. Insurance certificate and off-street parking plan must be submitted with the Short Term Rental Permit and License Registration form for review from the Planning and Zoning Department. Your business license cannot be issued until all inspections are completed.

Please do not ignore any building deficiencies by the Building Inspector or Fire Marshal that could jeopardize the safety of customers, the public or yourself. **IF YOU ARE NOTIFIED OF SAFETY ISSUES BY THE BUILDING INSPECTOR THOSE ISSUES MUST BE FIXED PRIOR TO OPERATING YOUR BUSINESS. OPERATING WITHOUT FIRST FIXING THE SAFETY ISSUE WILL RESULT IN ACTION TO CEASE YOUR BUSINESS OPERATIONS.**

Please note all inspectors set their own appointments, contact them directly. If you are unable to reach the inspector leave a message with the office assistant with your contact information so that the inspector can follow-up and call you to set an appointment. Fire inspections must be completed prior to building inspections. **UPON COMPLETION OF INSPECTIONS BRING IN A COPY OF THE FIRE INSPECTION SO THAT YOUR BUSINESS LICENSE MAY BE ISSUED.**

Before inspections are completed, return this completed form, documents and \$35 check/money order to the following address. After the business has been approved, the registration will be mailed to you.

**CITY OF ROSWELL  
425 N RICHARDSON AVE  
P.O. DRAWER 1838  
ROSWELL NM 88201  
ATTN: BUSINESS LICENSE CLERK**

**THANK YOU FOR YOUR COOPERATION.**  
For questions or concerns, please contact:

**Stephanie Mervine  
Tourism Manager  
(575) 637-6242  
[s.mervine@roswell-nm.gov](mailto:s.mervine@roswell-nm.gov)**



## THE COMPLIANCE INSPECTION SHALL MEET THE FOLLOWING REQUIREMENTS

- A. A serviceable ABC 5-pound metal head type fire extinguisher(s) to be inspected and tagged annually at points of egress, with at least one provided per floor and minimum one per dwelling unit with at least two per dwelling unit if greater than 1,000 square feet, at a height not to exceed 48 inches. Extinguishers must be inspected and maintained according to state requirements and must properly display the inspection history of the evidence.
- B. Approved (and working) smoke alarms installed as per manufacturer's instruction in every sleeping room, in compliance with the 2015 International Building Code and 2015 International Fire Code, and on every level of the home, including the basement.
- C. Every sleeping room and living area with access to a primary means of escape shall provide a clear, unobstructed path of travel to the outside.
- D. Where approved, an open fire permit in accordance with section 42-42 of the Roswell Code of Ordinances shall be posted at, or immediately adjacent to the primary entrance of the building. Outdoor cooking appliances shall be properly maintained.
- E. Authority for code compliance inspection. By submitting application, the owner authorizes the Roswell Fire Department, the building inspector and code enforcement officer or other designated city employee or representative to conduct a code compliance inspection of the residence at intervals deemed appropriate by the city, or if deemed necessary when it is alleged or suspected that a violation of this section may exist or have occurred.

**Business Registrations are \$35.00 and are required for anyone conducting business within the City of Roswell.**

### **Contact List:**

**Fire Inspector - Preston Washington (575) 637-5661**  
**City Building Inspector - (575) 637-6293**  
**Building License Clerk - Nikomi Bejarano (575) 637-6208**  
**Tourism Manager - Stephanie Mervine (575) 637-6242**

**CITY OF ROSWELL  
425 N RICHARDSON AVE  
P.O. DRAWER 1838  
ROSWELL NM 88201**



# CITY OF ROSWELL SHORT-TERM RENTALS PERMIT AND LICENSE REGISTRATION

Which Applies To Your Business:     New Business     New Owner     Renewal

Owner's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Driver's License #/State: \_\_\_\_\_ DOB: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Business: \_\_\_\_\_ # of Rooms Offered: \_\_\_\_\_

Amenities: \_\_\_\_\_

Local Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Form of Business:     Sole Proprietorship     Partnership     LLC     Corporation     Short-Term Rental

Days of Operation (7 day week): \_\_\_\_\_ Hours of Operation (24 hour day): \_\_\_\_\_

NM State Tax ID#:

(NM TAX ID can be obtained at 400 N. Pennsylvania Ste. 200)

***I hereby certify that the foregoing information is correct and to the best of my knowledge.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY:** \*Note: On a separate sheet show the building layout, label rooms with the intended use(s), this will be used to calculate the required parking spaces. The following departments will inspect the business location prior to the license being issued.

Fire Inspection: \_\_\_\_\_

Building Inspections: \_\_\_\_\_

Planning and Zoning: \_\_\_\_\_

### OFFICE USE ONLY:

Fee paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit: \_\_\_\_\_ Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Bus Lic. #: \_\_\_\_\_ Lodgers' Tax #: \_\_\_\_\_



**CITY OF ROSWELL**  
**REPORTING FORM - LODGERS' TAX**  
**& CONVENTION CENTER BED FEE**  
*For Motels, Hotels, B&Bs, RVs and Short-Term Rentals*

Today's Date: \_\_\_\_\_ Check Type of Business: Motel Hotel RV B&B Short-Term Rental

Establishment: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Month Reported: \_\_\_\_\_ Gross Receipts Subject to Lodgers' Tax \$: \_\_\_\_\_

Tax remitted (5% of receipts) \$: \_\_\_\_\_ Number of Room Nights Rented (1-30 Nights): \_\_\_\_\_

Number of Room Nights Rented (31+ Nights): \_\_\_\_\_

Convention Center Fee \$2.50 per room/night (1-15) \$: \_\_\_\_\_ TOTAL DUE \$: \_\_\_\_\_

Number of Room Nights Rented: \_\_\_\_\_

**I hereby certify that the above is a true and correct statement of receipts subject to Lodgers' Tax and the Convention Center Bed Fee.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title:

\_\_\_\_\_  
Date

**THIS FORM MUST BE RETURNED WITH REMITTANCE ON OR BEFORE THE 25<sup>TH</sup> OF MONTH SUCCEEDING THE MONTH REPORTED. DELINQUENT PAYMENTS MAY BE SUBJECT TO INTEREST AND PENALTY**

**SEND TO: CITY OF ROSWELL**  
**425 N. RICHARDSON AVE**  
**ROSWELL, NM 88201**  
**ATTN: STEPHANIE MERVINE**  
**TOURISM MANAGER**

Sec. 23-8. - Collection procedures, remedies, etc.

(a) If any vendor makes a return as provided by this article, without paying the tax then due, he shall be liable for the tax and a penalty equal to ten percent thereof but not less than \$100.00 penalty in addition to the tax, without notice from the city with regard thereto. Promptly thereafter, the city shall give the delinquent vendor written notice of such estimated tax, penalty and interest, which notice shall be served personally or by certified mail.

(b) If a vendor neglects or refuses to make the required return and pay the tax as provided by this article, the clerk-treasurer shall make an estimate based upon examination of the vendor's books and records, or upon any information in its possession, or that may come into its possession, of the amount of the rent of the delinquent vendor for the period in respect to which he has failed to make return, and upon the basis of such estimated amount shall compute and assess the tax payable by the delinquent vendor, adding to the sum thus arrived at a penalty equal to 10% percent thereof, but not less than \$10.00. Promptly thereafter the city shall give the delinquent vendor written notice of such estimated tax, penalty and interest, which notice shall be served personally or by certified mail.

(c) If payments are not made by the vendor within 15 days of such notice, the city manager shall bring an action in law or equity in the district court for the collection of any amounts due, including without limitation penalties thereon. Interest on the unpaid principal at a rate of not exceeding 1% a month, the costs of collection and reasonable attorneys' fees incurred in connection therewith.

(d) It shall be unlawful for any person to fail to pay the tax, to remit the proceeds thereof to the city or to account properly for any lodging and the tax proceeds pertaining thereto. (Code 1984 § 14-73; Ord. No. 1276, 5-1996; Ord. No. 1320, 4-1999) State Law reference— Collection of delinquencies, NMSA 1978, § 3-38-18.

**FOR OFFICIAL USE ONLY**

Fee paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Approved By: \_\_\_\_\_ Company Name: \_\_\_\_\_ Date: \_\_\_\_\_