



## Short-Term Rental Certificate: Owner Affidavit

## Removal of Agent

**Instructions for property owners:** Use this form only if removing an agent who will not be replaced at this time and you will act as your own responsible party. If there is more than one owner of the property, or officers within the owning company, the individual listed on the short term rental application as owner is the one to sign this and any related forms. NOTE: A separate form is required for each rental unit where the change is to take place.

**Address of Subject Property:**

\_\_\_\_\_  
(Street) (Unit) (City) (Zip)

I, \_\_\_\_\_, as owner, or officer of owner company of the above listed property, am removing the following responsible party,

\_\_\_\_\_  
Printed Name of Responsible Party Responsible Party Company, if applicable

and said person is no longer acting on my behalf for the above listed property. This authorization remains in effect until such time I submit a new Owner Affidavit and Agent Affidavit, the property has been sold, or the short-term rental ceases to operate.

By: \_\_\_\_\_ on behalf of \_\_\_\_\_  
Printed Name of Owner or Officer / Title Company Name

\_\_\_\_\_  
Telephone Number Business Telephone Number

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ (Signature of person acknowledging)

The foregoing instrument was acknowledged before me by means of physical presence [ ] or online notarization [ ]  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_,  
(day) (month) (year) (printed name)

Personally known [ ] OR produced identification [ ] Type of identification produced \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Print, Type or Stamp Commissioned Name of Notary Public \_\_\_\_\_