



Selling a Short-Term Rental

If you are selling a short-term rental and you have already applied for the STRU annual operational permit please note all fees are non-refundable. The permit and account will transfer to the new owner upon the completion of the sell. We recommend completing the following steps when selling your unit. Please note this is not an all-inclusive list just a recommendation based on the requirements of our program.

- We recommend knowing what the CO (certificate of occupancy) for your property is to ensure that the proposed occupancy load you are selling your unit at is within the legal limits for that property.
 - You may check the CO for the property with the Building Inspection Department at 865-774-7120 or via email at mward@seviercountyttn.org
- The following information is what we have listed in our "Purchasing a STRU" form and recommend providing to the new owner for ease of purchase.

Information from our office may be obtained by the current owner or via a public records request. Information we recommend requesting from our office is:

- The dates of the original application. This will confirm that the application was submitted before the original June 30th deadline. This will also give you the date for renewal on the account.
- A copy of any inspection reports. This will inform you if an inspection has taken place through our program and what the outcome of that inspection was.

Once you have sold your STRU you will want to complete a "Notification of Unit Sold" form to remove you as the billing and contact information for that unit. Please see below for a copy of this form. Forms may be emailed to firepermits@seviercountyttn.org

New owners will be required to complete a change of information application to complete the transfer of the permit and account.



Short-Term Rental Unit Permit Program (STRU Permit Program)



Notification of Unit Sold

- If you have sold your unit, please complete the form below so that we can update the account
- Email completed forms to firepermits@seviercountyttn.org
- Once the completed form is received by our office, we will update the account and remove you as the contact for that property.



Short-Term Rental Unit Permit Program (STRU Permit Program)



Name: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Phone: _____

I, _____, hereby confirm that I no longer own the property located at _____ as of _____.

By signing below, I affirm that as of the date mentioned above, I no longer hold ownership of the property listed. The transfer has been completed and recorded in accordance with legal and property laws.

I understand that by completing this form, I am notifying the Sevier County Fire Marshal's Office of this change in property ownership. I acknowledge that I remain responsible for any invoices generated prior to providing notification to Sevier County of the change in ownership.

By signing this form, I authorize the transfer of the Community Connect account linked to the above listed address to be transferred to the new owner. I understand this will include a copy of the original application.

Signature: _____

Print Name: _____

Date: _____

Notarization

State of _____

County of _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public
