

City of Las Cruces Short-Term Rental Registration Form



Please remit with completed form and payment to:

In-Person:

City of Las Cruces Cashiers Office
700 N. Main Street, Las Cruces, NM 88001

Via Mail:

City of Las Cruces Attn: Cashiers Office
PO Box 20000, Las Cruces, NM 88004

For questions, contact Visit Las Cruces at 575-541-2444.

Please do not send cash via mail.

New Registration Fee: \$50.00

RENTAL INFORMATION

Short-Term Rental Address	County GIS Account #	24-hour Complaint Ph#	# of Rooms	Max. # of Occupants	# of Smoke Detectors	# of Fire Extinguishers
Location(s) of Fire Extinguishers and Smoke Detectors				Short Term-Rental Mailing Address, if different		

PROPERTY OWNER

Legal Name of Property Owner	Mailing Address
Email Address	Phone Number

OPERATOR

Legal Name of Property Manager	Mailing Address	
Email Address	Phone Number	NM CRS #

By completing this application, I confirm that:

- The information contained herein is true and correct to the best of my knowledge.
- The operation of the short-term rental unit follows any applicable Private covenants.
- The short-term rental unit will not be used for special events (i.e., weddings, receptions, concerts) on the property.
- The operation of the short-term rental unit shall follow all applicable City Ordinances and City Codes, including but not limited to: parking, noise, housing, and building requirements.
- City of Las Cruces Code Enforcement Officers and Fire Marshal shall have the authority to access and inspect for compliance upon a 24-hour notice.

Signature of Owner/Operator

Date _____

Lodgers Tax Form Instructions

Please remit all payments to:

In person:

City of Las Cruces
Cashiers Office
700 N Main Street, First Floor
Las Cruces, NM 88001

Via Mail:

City of Las Cruces
Attn: Cashiers Office
PO Box 20000
Las Cruces, NM 88004

All payments must be received in Cashiers Office by end of day on the 25th of each month.*

**If submitted later than the 25th, late fees apply
See Ordinance O-2742**

Please have the following information available if filling out Lodgers Tax Form in person at the Cashiers Office. Lodgers Tax Form must be signed by the Owner or Manager of the facility.

- Month** and **Year** in which you are reporting.
- Gross Taxable Rentals:** Total amount collected
- 5% of gross rentals:** Total amount collected multiplied by 0.05
- Number of Nights:** Number of nights rented
- Short-Term Rental Property Address:** The physical address of the facility
- Owner/Manager Name**

Currently, short-term rental properties are not required to pay \$2.50 Convention Center Fee; however, this is subject to change.

For questions, please e-mail shorttermrental@lascruces.gov or call:

City of Las Cruces Treasury at 575.541.2157 (payment inquiries only)

Visit Las Cruces at 575.541.2444 (Lodgers Tax or short-term rentals questions)

For more information on Lodgers Tax requirements for short-term rentals, please see **Ordinance O-2906.**

**If the 25th falls on the weekend or holiday, payment is due on the next business day.*