**Owner-Occupied Short Term Rental Notification**

[INSERT DATE]

[NAME OF ADJACENT PROPERTY OWNER]

[MAILING ADDRESS OF ADJACENT PROPERTY OWNER]

[CITY, STATE ZIP of ADJACENT PROPERTY OWNER]

Dear Neighbor,

Per the requirement of Metropolitan Government of Nashville & Davidson County, this letter serves notice that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am applying for an **Owner-occupied short term rental permit** under the guidelines established in the Metropolitan Code of Laws for my property located at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My phone number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You can find out more information about the requirements for operating a Short Term Rental Property on the Metro Codes website at **http://strp.nashville.gov**. 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].

Short Term Rental Property complaints may be submitted to the STRP Hotline at:

615-454-9225, or [**https://hostcompliance.com/tips**](https://hostcompliance.com/tips) **-**24 hours a day, 7 days a week.

Please send your comments for the Zoning Administrator’s consideration, to: [strpquestions@nashville.gov](mailto:strpquestions@nashville.gov)

Comments submitted incorrectly or after 10 business days from the date of the Neighbor Notification letter, cannot be considered.

Thank you,

[YOUR NAME]