



VACATION HOME RENTAL PERMIT APPLICATION GUIDEBOOK

01 Application Requirements

02 Owner Affidavit

03 Letter of Authorization

04 Accela Account Registration Instruction Guide

05 Accela Application Instruction Guide

06 Accela Waitlist Application Instruction Guide



Application Requirements

Before completing an application for a Vacation Home Rental permit, visit our Resources page [HERE](#) to read the most current version of the Douglas County Code section 20.622 for all provisions related to Vacation Home Rentals in the County. It is the permit holder's responsibility to understand all provisions.

1. Online Application Form: Apply through our online permitting platform Accela. Please reference the Accela instruction guides to assist with website links and screenshots for navigating the online application process. The guides address many common issues users may encounter on the site.
2. Required Application Documents:
 - a. Government issued identification for all property owners
 - b. Evidence that the owner lives on the property while renting (**required for tier 1 applications only**)
 - c. Owner Affidavit Form
 - d. Letter of Authorization Form (if using a property manager)
 - i. A local licensed property manager is required for all Tier 2 units with a nighttime occupancy of 10 and for all Tier 3 units, unless the property is managed by the homeowner who resides within one hour of the VHR during the rental period
 - ii. The property manager must be licensed in the State of Nevada
 - e. VHR Exam Certificate for all owners, emergency contact, and property manager (if applicable).
 - i. Click [HERE](#) to review study material
 - ii. Click [HERE](#) to take the exam
 - iii. New certificates will be required for changes to emergency contact or property manager
 - f. Tahoe Douglas Fire District Inspection Report
 - i. Schedule your inspection directly through Tahoe Douglas Fire [HERE](#) or by calling (775) 588-3591. **APPOINTMENTS MAY TAKE UP TO 60 DAYS TO BOOK DEPENDING ON FIRE DISTRICT AVAILABILITY.**
 - ii. Click [HERE](#) for a copy of the Fire Inspection Checklist to ensure passing on your first inspection
 - iii. Fees are paid to Tahoe Douglas Fire and an additional fee is required for your yearly re-inspection at time of renewal
 - g. Proof of Insurance
 - i. The insurance coverage must be at least five hundred thousand dollars (\$500,000) in general liability insurance for Tier 1 and Tier 2 VHRs and one million dollars (\$1,000,000) in general liability insurance for Tier 3 VHRs
 - ii. The insurance policy must cover anyone injured due to the property owner's negligence
 - iii. The insurance policy must clearly cover and insure vacation home rental or short term rental activities at the VHR, either within the policy itself or through an appropriate rider or addendum
 - iv. The insurance policy must include Douglas County as an additional interest
 - v. Umbrella policies may not be used to achieve the coverage required
 - h. Trust or LLC document (if applicable) showing members and "closely held" (same household) status for LLCs

- i. Parking Diagram and Photos
 - i. Provide dimensions of the parking area or identify the 9 foot x 20 foot parking stalls in garages, driveways, or other parking areas
 - ii. Provide photos of the parking area
 - iii. Parking spaces must be located either on man-made coverings, improvements, or structures that prevent normal precipitation from directly reaching the surface of the underlying land, such as decks, patios, asphalt surfaces, concrete surfaces, and stone surfaces; or on compacted surface areas that have been approved for parking by TRPA.
 - iv. Parking areas with drive-through driveways require a minimum 10-foot wide, unobstructed lane for emergency access vehicles. All other driveways require a minimum 6-foot wide unobstructed lane for emergency ingress and egress.
 - j. Floor Plan/ Home Diagram and Interior Photos
 - i. Provide floor layout for each level or story showing all bedrooms and interior spaces
 - ii. Provide photos of all bedrooms and interior spaces
 - k. Receipt of service from waste management company for regular trash removal
 - l. Photo of Installed Bear Box or Bear Proof Trash Storage Solution
3. Additional Required Application Documents for Tier 3 Permits:
- a. Site plan or aerial plot plan showing unit is located sufficiently far away from all other residential buildings so as to not create a nuisance. Sufficiently far depends on the facts specific to the location including surrounding building density, the space between adjacent homes, terrain, the existence of sound barriers such as berms, foliage and rocks, as well as other factors the Advisory Board deems appropriate given the circumstances unique to each location.
 - b. Parking diagram showing the number of permitted parking spaces will accommodate more than 10 persons. At a minimum, there must be one available parking space for every four occupants.
 - c. Proof there are adequate public facilities such as the existence of bear proof trash bins, water, sewer and other safety measures
 - d. Proof the unit is deemed safe and accessible by the Tahoe-Douglas Fire Protection District to handle the proposed number of occupants
 - e. Proof the owner has purchased and installed noise monitoring devices
 - f. Hearing by the VHR Advisory Board for approval



VHR Owner Affidavit

I do hereby declare, affirm, and agree to the below for the property located at the following address: _____

1. I am the Owner or the managing director/partner of an LLC, corporation, partnership or other legal entity, or the authorized signatory of a trust, and I am legally authorized to fill out an application or bind my legal entity and that all information provided in conjunction with my VHR application and this Affidavit is true and correct and not misleading in any way.
2. I am aware that only one VHR permit will be issued unless I am otherwise exempt from this requirement under Chapter 20.622 of the Douglas County Code ("Code"). I further acknowledge or confirm that all VHR Properties located in Douglas County that I own or control have been disclosed to Douglas County.
3. The property is not deed restricted, located in an area governed by a home owner's association ("HOA"), or subject to covenants, conditions and restrictions ("CC&Rs") that prohibit or limit the existence of VHRs. The owner has ultimate responsibility for knowing the HOA and CC&R restrictions regarding VHRs. Permits shall not be issued in these areas if known to Douglas County. Owners are required to notify the HOA of their intent to rent a home as a VHR. Douglas County may require owners to provide documents in support of the statement as a precondition to approval of the permit.
4. By signing this application, the owner(s) attests that they, their agent(s), and their local contact person have read Douglas County's VHR Ordinance located at Chapter 20.622 of the Douglas County Code and agree to comply with Chapter 20.622 and all other applicable laws, ordinances and regulations applicable to the VHR program.
5. Failure of the Applicant, agent or occupant of the VHR unit to comply with the provisions of Chapter 20.622 of the Douglas County Code may expose all parties to criminal prosecution and civil suits, fines and fees.
6. Applicant understands that advertising or operating a VHR without a valid permit (including an expired permit) may result in a fine up to \$20,000. If a permit is not renewed prior to the expiration date the permit is null and void.
7. It is the obligation of the Owner to ensure the permit is renewed in a timely manner and Douglas County is not obligated to provide any notice of the permit's expiration. A VHR permit is valid for one calendar year after it is issued. Owners may seek to renew their VHR permits on an annual basis. All VHR renewal applications must be submitted, and all renewal fees must be paid, prior to the expiration of the current VHR permit. There is no grace period. Any owner who fails to timely file a renewal application or pay renewal fees must immediately cease operation of the VHR at the expiration of the current VHR permit.

8. Owner acknowledges that either the owner, agent, or local contact person has or will post at the vacation home rental the notice required in Section 20.622.040(C)(11).
9. Owner shall notify Douglas County if any substantial changes are made to the VHR.
10. Owner shall notify Douglas County if any contact information or that of property manager or local contact changes.
11. Restrict the use of this VHR unit to not more than permitted daytime occupancy limit at any given time while the home is being utilized as a vacation home rental pursuant to Section 20.622.030(G) of the Douglas County Code. I further agree to ensure the permitted nighttime occupancy limit shall not be exceeded during quiet hours. I understand that failing to adhere to the terms of this Agreement and Chapter 20.622 of the Douglas County Code may result in enforcement action and the suspension or termination of my permit.
12. Owner, its employees and agents agrees to save, indemnify, and hold harmless Douglas County Nevada, its officers, employees, and agents against all liabilities, judgements, costs and expenses which may accrue against them in consequence of the granting of this permit, inspections or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances and laws related to the permitting and operation of a vacation home rental.
13. Owner agrees that proper and legal removal of refuse/trash is their responsibility. Owner is required to contract with a waste management company for regular trash removal and have adequate trash removal service per any applicable Health District, waste management, Homeowner's Association or General Improvement District rules. Trash storage must be sufficient for the maximum number of occupants as determined by the County. A bear proof box or reasonable bear proof trash storage and refuse removal solution is required, as determined by the County.

By signing this form, I agree to comply with the above requirements as well as all Douglas County Code Chapter 20.622 provisions applicable to my VHR.

Owner of Record (authorized manager, member of LLC, LLP or Corp, or a Trustee):

Printed Name	Signature	Date
--------------	-----------	------

Local Contact Person:

Printed Name	Signature	Date
--------------	-----------	------

Local Licensed Property Manager (if applicable):

Printed Name	Signature	Date
--------------	-----------	------



VHR LETTER OF AUTHORIZATION

_____ is/are the applicant(s) (“applicant”) for a vacation home rental permit. By signing this application form, the applicant is confirming the following:

1. Applicant is the legal owner of the property being considered under this application.
2. All of the information submitted in support of this application is true and correct. If any information submitted in support of this application is false and misleading, the application may be denied or any permit issued based on false or misleading information may be suspended or revoked.
3. Before signing this application, the applicant has read Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622) and by signing this application form, the applicant acknowledges they have read the code and agrees to comply with the terms of the ordinance.
4. Applicant also acknowledges that the owner or agent will post the vacation rental unit with the notice required in DCC 20.622.

Owners of Record: (include additional sheets if necessary)

Printed Name	Signature/Date
--------------	----------------

Printed Name	Signature/Date
--------------	----------------

Vacation Home Rental Address	Permit Number
------------------------------	---------------

AGENCY AUTHORIZATION

_____ is/are the agent(s) (“agent”) for a vacation home rental permit which is being considered under this application. By signing this application form, the agent is confirming the following:

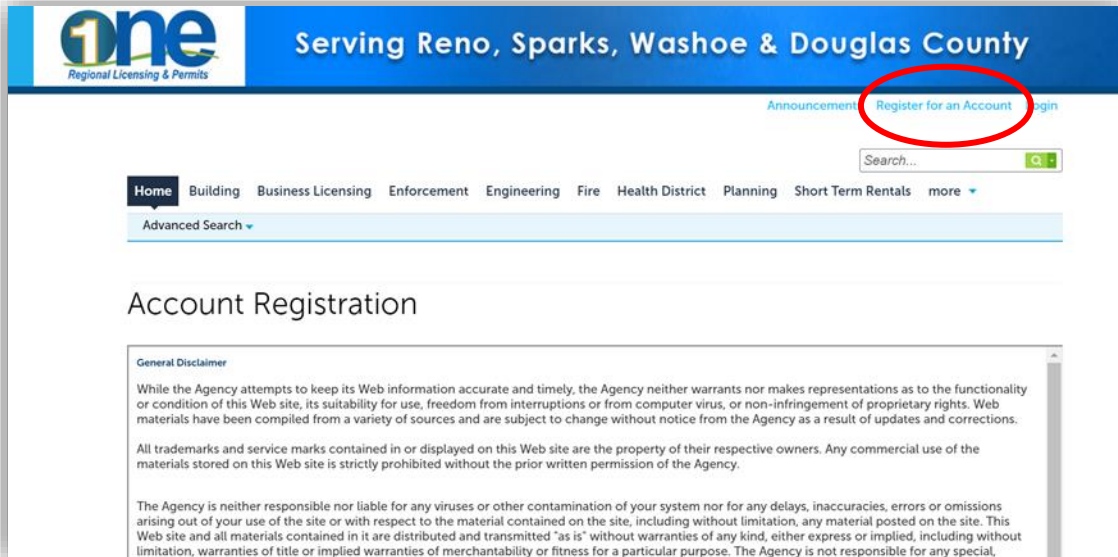
1. All permits must be issued only to the owner of vacation home rental property.
2. The owner of the vacation home rental property is responsible for compliance with the provisions of Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622).
3. The agent’s or the occupant’s failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the agent or the occupant or both to criminal penalties or private civil actions seeking enforcement of the ordinance. The agent’s or the occupant’s failure to comply with the provisions of the Lake Tahoe vacation home rental ordinance may expose the property owner to criminal penalties, administrative discipline of the owner’s permit to operate a vacation home rental property, or private civil actions seeking enforcement of the ordinance.
4. Before signing this application, the agent has read Douglas County’s Lake Tahoe vacation home rental ordinance (DCC 20.622) and by signing this application form, the agent acknowledges they have read the code and agrees to comply with the terms of the ordinance.

Agents: (include additional sheets if necessary)

Printed Name	Signature/Date
--------------	----------------

ACCELA USER ACCOUNT REGISTRATION INSTRUCTION GUIDE

- Open web browser and navigate to: <https://aca-prod.accela.com/ONE/Account/RegisterDisclaimer.aspx>
- Read Account Registration disclaimer, and click on “Register for Account” at top right of screen.



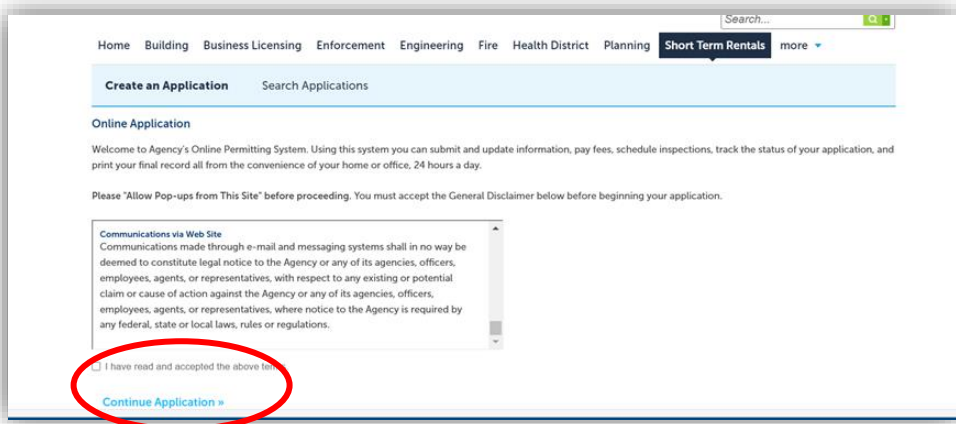
- Enter your login information details, then click the box acknowledging terms and conditions, and click “Continue.”
- Enter your contact details, then click “Submit.”
- You will receive an account creation confirmation page, and from here you can go to the top right of the screen to login with the credentials you just created.

ACCELA VHR APPLICATION INSTRUCTION GUIDE

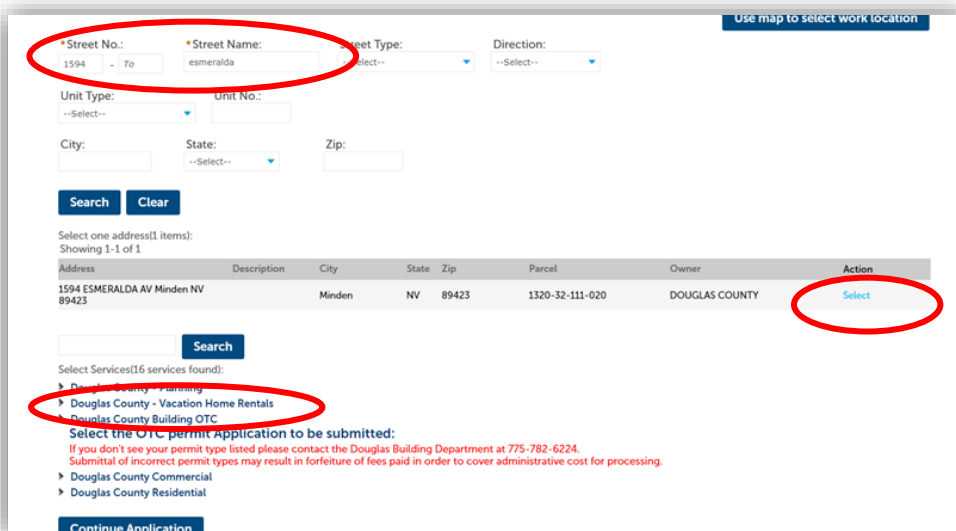
- Open web browser and navigate to: <https://aca-prod.accela.com/ONE/Default.aspx> .
- Login with the username and password created during the registration process.
- Once you login, you will want to click on the “Short Term Rentals” tab.



- Check the box acknowledging the terms, then click “Continue Application.”



- On the next screen, search for your VHR address. **ONLY** enter the street number (in FROM field) and street name (no street, road, etc). If you have a unit number, you may also enter that.
- An address(es) will then pop up below, select the correct line. If only one address shows, you will not need to click “select.”
- Available services will then pop up below. Select “Douglas County – Vacation Home Rentals,” then check the box for “Douglas County – VHR Application,” and click “Continue Application.”



STEP 1: ADDRESS INFORMATION > INSTRUCTION INFORMATION - Read through the applicability information and requirements. Select “Continue Application.”

- **STEP 1: ADDRESS INFORMATION > ADDRESS/ OWNER INFORMATION** – Your address information, parcel, and owner will have auto populated from the previous step. Select “Continue Application.”

Short Term Rental Application

1 Address Information 2 Applicant Info 3 Application Details 4 Document Details 5 Review 6 7

Step 1: Address Information > Address/Owner Information * indicates a required field.

Address

Country: --Select--

* Street No.: 1594 * Street Name: ESMERALDA Street Type: --Select-- Direction: --Select--

Unit Type: --Select-- Unit No.:

City: Minden State: NV Zip: 89423

Search Clear

Parcel

* Parcel Number: 1320-32-111-020

Lot: Block: Subdivision: --Select--

- **STEP 2: APPLICANT INFORMATION > APPLICANT DETAIL INPUT** - Enter the contact information for the applicant and 24/7 emergency contacts by adding new contact and entering the information fields.

Step 2: Applicant Info > Applicant Detail Input * indicates a required field.

Applicant

An applicant is required for this application and generally should be your account contact information and the owner of the property.

Select from Account Add New

24/7 Emergency Contact

- Select “Continue Application.”

- **STEP 3: APPLICATION DETAILS > TIER LEVEL INFORMATION** - Read through the tier description information, and select which tier you are applying for along with the neighborhood. If you do not know your neighborhood, you can check the VHR GIS site by going [HERE](#) and inputting your address at the bottom left.

Step 3: Application Details > Tier Level Information * indicates a required field.

Custom Fields

TIER INFORMATION

Please select a Tier that describes your Vacation Home Rental Property.

- Tier 1: Owner occupied at all times when the unit is rented and having four or fewer occupants. Unit must be advertised as being occupied by the owner during the rental period. Tier 1 permits are excluded from the cap.
- Tier 2: Units with up to 10 occupants.
- Tier 3: Units above 10 occupants which requires a VHR special use permit development application. Following the enactment of this ordinance, if a tier 3 unit fails to obtain a VHR special use permit within 180 days, they shall only be authorized to operate at tier 2 (i.e., maximum of 10 occupants).

Tier 1 Selection::

Tier 2 Selection::

Tier 3 Selection::

* Neighborhood:

- Select "Continue Application"
- **STEP 3: APPLICATION DETAILS > GENERAL INFORMATION** – Complete the renting details information. Fields marked with an asterisk (*) are required. You may click on a blue question mark (?) for more information on that field if necessary. Then select "Continue Application."

Step 3: Application Details > General Information * indicates a required field.

Enter Renting Details here:

RENTING DETAILS

General Improvement District (GID):

Plus Two Guests: ?

* Number of Legal Bedrooms: ?

Maximum Persons for Overnight Occupancy:

Number of Parking Spaces on Property:

* Parking Requirements verified by Diagram/Photo:

Garbage Service: Yes No

* Garbage Service Provider:

If No Garbage Service, How is Service Provided?:

Bear Proof Container Used?: Yes No

* Where will the rental be advertised?:

Insurance Company:

* Insurance Liability Amount:

- **STEP 3: APPLICATION DETAILS > PROPERTY MANAGEMENT DETAILS** – Select yes or no if you are using a property management company. If yes, you must enter their Nevada license number.

Step 3: Application Details > Property Management Details * indicates a required field.

Enter Property Management Details Here:

PROPERTY MANAGEMENT REQUIREMENT

If you are using a property management company, this letter of authorization must be downloaded and completed for a required submission later in the application process.

[Download Authorization here.](#)

* Are you using a property management company?: Yes No

License Number:

- Select “Continue Application”
- **STEP 3: APPLICATION DETAILS > HOUSING DETAILS** – Complete all housing details information. Fields marked with an asterisk (*) are required.

Step 3: Application Details > Housing Details * indicates a required field.

Enter Housing Details here:

HOUSING DETAILS

* Are you the owner of the property?: Yes No

If not, do you have written permission to use this property as a short term rental?: Yes No

* Is the property an Accessory Dwelling Unit?: Yes No

* How many dwelling units are on the property?:

* Is this property a part of a gated community?: Yes No

* Is this property your primary place of residence?: Yes No

* Do you belong to an HOA?: Yes No

HOA Name:

HOA Contact:

HOA Phone Number:

- If you belong to an HOA, you will be required to complete the HOA fields.
- Select “Continue Application.”

- **STEP 4: DOCUMENT DETAILS > DOCUMENTS** – Upload all required documents (as separate attachments) for your application. Please refer to the list of required documents and the document type. If you have not already taken the VHR Exam, please go [HERE](#) to complete your exam and receive your certificate.

Step 4: Document Details > Documents

These documents are required for the submission of this application.

- Fire & Safety Inspection Reports
- Parking Diagram
- Photos of Parking Area
- Certificate of Liability Insurance Naming Douglas County as Additional Insured
- (Required if you are not the property owner) Letter of Authorization from property owner

* indicates a required field.

Attachment

The maximum file size allowed is 250 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add **Continue Application >** **Save and resume later**

- Add all required documents as separate attachments, then select “Continue.”

File Upload

The maximum file size allowed is 250 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;r are disallowed file types to upload.

Test.pdf 100%

Continue **Add** **Remove All** **Cancel**

- Select the type of document for each attachment, and enter a brief description. Select “Save.” Once all documents are uploaded and categorized, select “Continue Application.”

*Type: --Select--

File: Test.pdf 100%

*Description:

Save **Add** **Remove All**

- **STEP 5: REVIEW** – Review all entered application information and documents. Read through the Certification and check the box to agree.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

In addition, you also understand and agree that you will be charged a \$200.00 non-refundable application fee that will not be refunded in the event your application is disapproved for any reason. However, in the event your application is approved, the \$200.00 non-refundable fee will offset any outstanding fees which must be paid.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#) [Save and resume later](#)

- Select “Continue Application.”
- **STEP 3: RECEIPT/RECORD ISSUANCE** – You will receive confirmation that your application has been submitted. Please keep a copy of this for your records, and note the application number.

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

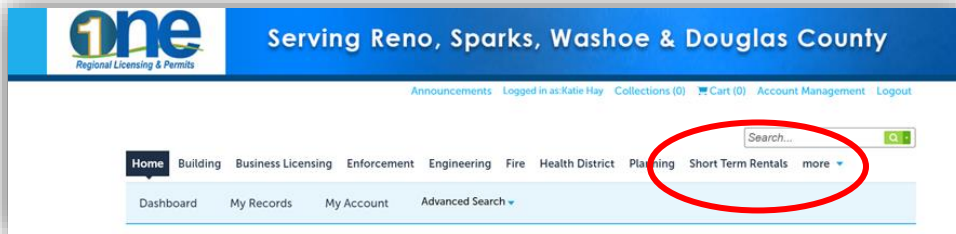
1594 ESERALDA, Minden NV 89423

[DSTR0024A](#)

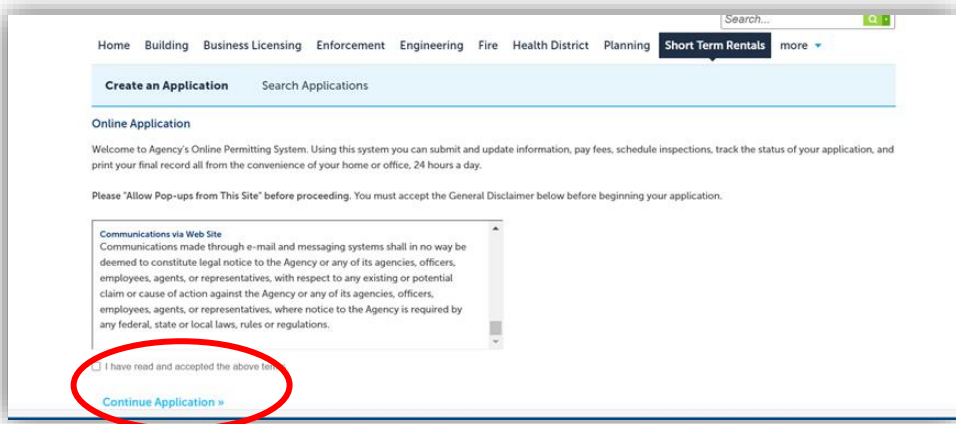
- Once your application is received by the Douglas County team, we will begin the review process. If any additional items are needed, we will contact you. After approval, you will be contacted with information about invoiced fees due. After payment, your permit will be issued and sent via Accela.

ACCELA VHR WAITLIST APPLICATION INSTRUCTION GUIDE

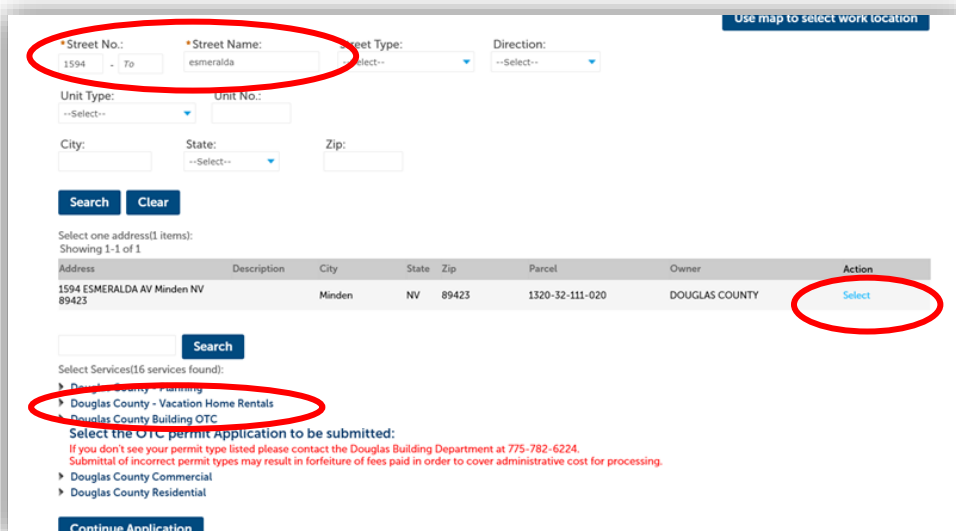
- Open web browser and navigate to: <https://aca-prod.accela.com/ONE/Default.aspx> .
- Login with the username and password created during the registration process.
- Once you login, you will want to click on the “Short Term Rentals” tab.



- Check the box acknowledging the terms, then click “Continue Application.”



- On the next screen, search for your VHR address. **ONLY** enter the street number (in FROM field) and street name (no street, road, etc). If you have a unit number, you may also enter that.
- An address(es) will then pop up below, select the correct line. If only one address shows, you will not need to click “select.”
- Application types will pop up below. Select “Douglas County – Vacation Home Rentals,” then check the box for “Douglas County – VHR Waitlist Application,” and click “Continue Application.”



- **STEP 1: APPLICATION INSTRUCTIONS** - Read through the applicability information and requirements. Select “Continue Application.”
- **STEP 2: ADDRESS INPUT > ADDRESS INFORMATION** – Your address information, parcel, and owner will have auto populated from the previous step. Select “Continue Application.”

VHR Wait List Application

1 Application Instructions | 2 Address Input | 3 Application Info | 4 Review

Step 2: Address Input > Address Information

Address

Country: --Select--

* Street No.: 1594 | * Street Name: ESMERALDA | Street Type: --Select-- | Direction: --Select--

Unit Type: --Select-- | Unit No.:

City: Minden | State: NV | * Zip: 89423

Search **Clear**

Parcel

* Parcel Number: 1320-32-111-020

Lot: 1-5 | Block: | Subdivision: --Select--

- **STEP 3: APPLICATION INFO > APPLICANT INFORMATION** - Enter the contact information for the applicant by adding new contact and entering the information fields. If property is owned by a Trust or LLC, enter the name in the text box.

Step 3: Application Info > Applicant Information * indicates a required field.

Contact List

Applicant Information must be the Property Owner (Person or Persons) LLCs and Corporations must be "closely held" (members of same household). Enter Primary Contact as "Applicant" and additional owners as "Contact".

Required Contact Type: Minimum 1

Select from Account **Add New**

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Custom Fields

GENERAL INFORMATION

Trust/ LLC Name (If Applicable):

[Save and resume later](#) **Continue Application >**

- Select “Continue Application.”

- **STEP 3: APPLICATION INFO > STATEMENT OF CONDITIONS** – Read through the conditions list and initial the text box to agree.

CONDITIONS

CONDITIONS LIST

By initialing this application form, the applicant agrees to the following conditions:

By initialing this application form, the applicant agrees to the following conditions:

1. The applicant is 100% responsible for meeting all of the conditions set forth below.
2. Douglas County will accept waitlist applications beginning June 15, 2023 for FULL NEIGHBORHOODS ONLY.
3. Incomplete applications, will not be processed or accepted.
4. Douglas County reserves the right to cancel the waitlist and/or discontinue or modify the waitlist process at any time.
5. Position on the waitlist will be in order of received complete applications. Current waitlist positions will be viewable on the Douglas County Vacation Home Rental website after June 15, 2023.
6. Applicants may only apply for one position on the waitlist per person, per family each year (member of the same household). Failure of the applicant to comply with this provision, may subject them to removal from the waitlist.
7. It is the obligation of the applicant to apply annually at the appropriate time, in order to be placed on the waitlist. Douglas County is not obligated to provide notice to the applicant that the waitlist is being renewed.
8. Placement on the waitlist does not guarantee a permit. Applicants must still meet eligibility requirements and comply with application requirements.
9. If selected from the waitlist, once notified, applicants will then have 60 days to meet all of the conditions of a VHR permit as determined by the County and pay the necessary fees. If it is determined by the County the applicant is unable to meet all of the conditions of the permit, the permit allocation will go back into a pool and the next applicant on the waitlist will qualify to apply for a permit.
10. By signing below applicant attests that they are the legal owner of the property being considered under this application and are legally authorized to fill out this application and that all information provided in conjunction with this application is true and correct and not misleading in any way.
11. By signing below applicant agrees to save, indemnify, and hold harmless Douglas County Nevada, its officers, employees, and agents against all liabilities, judgements, costs and expenses which may accrue against them in consequence of processing this application.
12. By signing below, applicant attests the unit is not located in area governed by a home owner's association ("HOA") subject to covenants, conditions and restrictions ("CC&Rs) or bylaws that prohibit or limit the operation of VHRs.
13. By signing below, applicant attests that they do not own or have an interest in any other property currently permitted as a VHR or that has a pending VHR application. Permits are limited to one per person, per family (members of the same household).
14. By signing this application, the owner attests that they have read Douglas County's VHR Ordinance (DCC 20.622) and agree to comply with each of the terms and conditions set out in the ordinance.
15. Failure of the Applicant to comply with any of the provisions of Chapter 20.622 of the Douglas County Code may disqualify them from being placed on the waitlist, subject them to removal from the waitlist and expose the applicant to possible to criminal prosecution, civil suits, fines and fees.
16. Applicant understands that advertising for a VHR without a permit will result in a \$20,000 fine, and the applicant may be permanently banned from the obtaining a VHR permit in Douglas County.

Attach a copy of a valid and current government issued Identification for the owner signing the application.

* By initialing below, you declare under penalty of perjury that you shall abide by the conditions set forth herein and that all information provided in this application is true and correct.

Initial Here

- Upload a copy of your Government issued identification

File Upload

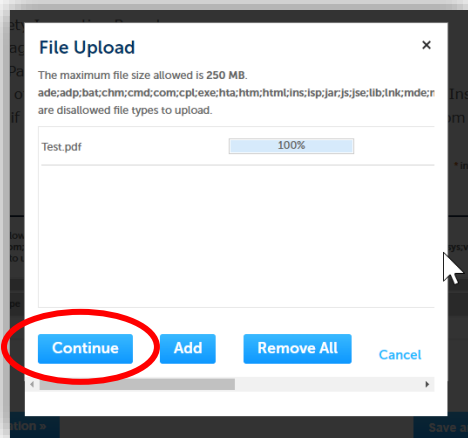
Attach a copy of a valid and current government issued Identification for the owner signing

The maximum file size allowed is 400 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit
Copy of Current Govt Issued ID

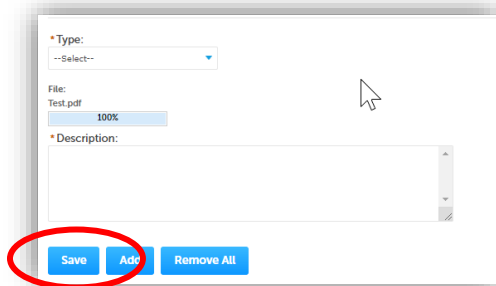
Name	Type	Size	Latest Update	Action
No records found.				

Add

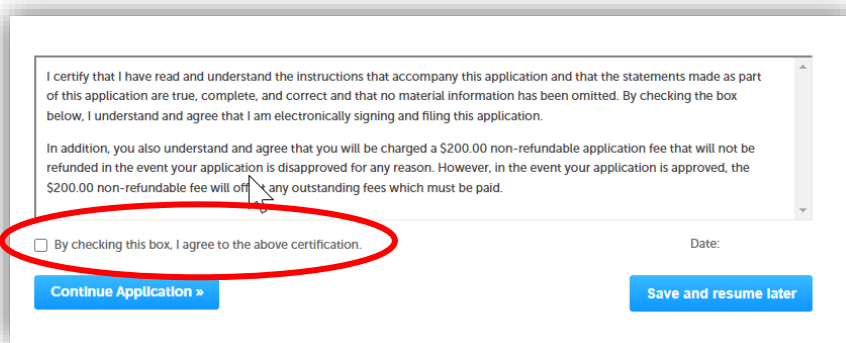
- Add identification documents for all legal owners as separate attachments, then select “Continue.”



- Select the type of document for each attachment, and enter a brief description. Select “Save.” Once all documents are uploaded and categorized, select “Continue Application.”



- **STEP 4: REVIEW** – Review all entered application information and documents. Read through the Certification and check the box to agree.



- Select “Continue Application.”

- **RECEIPT/RECORD ISSUANCE** – You will receive confirmation that your application has been submitted. Please keep a copy of this for your records, and note the application number.

The screenshot shows a three-step process: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The third step is active. Below the steps, the heading is "Step 3: Receipt/Record issuance" followed by "Confirmation". A green banner with a checkmark icon contains the text: "Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records." Below this, the address "1594 ESERALDA Minden NV 89423" is displayed. At the bottom, there is a logo for "PROB. DOUGLAS" and the application number "DSTRWL23-0010 VHR Wait List Application", which is circled in red.

- Once your application is received by the Douglas County team, we review the entered information and eligibility. If any additional items are needed, we will contact you. After eligibility is confirmed, you will be contacted with information about invoiced fees due. After payment is confirmed, your position on the waitlist will be secured.