

City of Tempe  
P. O. Box 5002  
20 E 6th St., 3rd Floor  
Tempe, AZ 85280

Phone: (480) 350-2955  
Email: [license@tempe.gov](mailto:license@tempe.gov)  
Website: [www.tempe.gov/shorttermrentals](http://www.tempe.gov/shorttermrentals)



Tax and License Division

## APPEAL FORM

Short-Term Rental License Number: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

In the space below, please state the reason for your appeal.

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Please send the completed form to our office by email at [license@tempe.gov](mailto:license@tempe.gov).

In accordance with Tempe City Code Sec. 16A-222, this form must be received by the City of Tempe **no later than ten (10) business days** from the Effective Date of the penalty invoice.

Sincerely,

Tempe Tax & License

**A.R.S. 9-495, as amended by SB 1382. Employees providing assistance; identification; communication; notice**

A. In any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized able to provide information about the communication does any of the following:

1. Demands payment of tax, fee, penalty, fine or assessment;
  2. Denies an application for a permit or license that is issued by the city or town; or
  3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.
- B. An employee who is authorized and able to provide information about any communication that is described above shall reply withing five (5) business days after the city or town receives that communication.
- C. A city or town shall print a notice of the requirements of this section on all applications for a permit, license or other authorization that is issued by the city or town.