



CHANGE OF DESIGNATION OF RESPONSIBLE PARTY FORM

This form must be signed by the owner and each designated responsible party.

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2ND FLOOR SARASOTA, FL 34236 941-263-6623

Vacation Rental Property Address: _____

The vacation rental owner(s) may appoint himself, herself or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf. The duties of a designated responsible party, whether the owner or the owner's authorized representative, are as follows:

- a. To be available by land line or mobile telephone at one of the listed phone numbers provided to the City in the application for an initial or renewed certificate of registration twenty-four (24) hours a day, seven (7) days a week and to be capable of assisting with resolution of any issues arising from the use of the vacation rental.
- b. To be available twenty-four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding the conduct or behavior of vacation rental occupants or their guests or regarding alleged violations of this Chapter or violations of other city ordinances. The designated responsible party shall have authority to immediately address and take affirmative action, within one (1) hour of notice from the City, or as soon thereafter as reasonably possible, to address complaints, including but not limited to safety issues, noise, or parking.
- c. To come to the vacation rental within one (1) hour, or as soon thereafter as reasonably possible, following notification from an occupant, the owner, or a City official, code compliance officer or law enforcement officer to assist with finding solutions to problems or issues associated with the vacation rental.
- d. To receive service of any legal notice on behalf of the owner for violations of this Chapter or other law or ordinance.
- e. To exercise all rights of the owner under Sections 509.141, 509.142 and 509.143 Florida Statutes to deal with unruly occupants and their guests in the vacation rental.

- f. To maintain continuous compliance with the requirements Section 34.5-13 of this Chapter regarding information to be provided to vacation rental occupants.
- g. To maintain the vacation rental premises free of garbage and litter, provided that this subsection does not prohibit the storage of garbage and litter in authorized receptacles for collection.
- h. To otherwise monitor the vacation rental when rented to check upon the condition of the unit and the occupants' compliance with this Chapter.
- i. To be informed as to the names, address and phone numbers of each individual who booked the vacation rental and as to the number of occupants during each rental period and to provide this information to law enforcement officers or to code compliance officers upon request. In addition, to provide a copy of the rental agreement for the current occupants of a vacation rental to law enforcement officers or to code compliance officers upon request.
- j. To provide the Office of the City Auditor and Clerk with notice of resignation in writing at least one (1) week in advance of the effective date of the resignation.
 - i. A designated responsible party must have authority to consent to allow all inspectors access to the vacation rental property to conduct the inspections required by Sections 34.5-5(a)(3); 34.5-6(d)(4); and 34.5-8.
 - ii. It shall be the sole responsibility of the owner to appoint a reliable designated responsible party and to inform the City of his or her contact information as a part of the application for registration as provided in Section 34.5-4(b)(4) above. Failure to do so shall not be a defense to an alleged violation of other provisions of this Chapter.
 - iii. An owner may change his or her designated responsible party temporarily or permanently. However, there shall be no more than two (2) designated responsible parties for each vacation rental property at any one time. To change the designated responsible party, the property owner shall notify the City in writing on a form to be provided by the City at least one week in advance.
 - iv. Personal service of or mailing or emailing of a notice of violation or other notices to the designated responsible party shall be deemed valid service and notification of the owner or occupant as the case may be.

By signing this form, the designated responsible party is acknowledging that he or she is aware of the provisions of this Chapter and agrees to serve in the capacity of designated responsible party for the vacation rental being registered; he or she agrees to discharge the duties of a designated responsible party as set forth in Section 34.5-15.

Designated Responsible Party #1 Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Designated Responsible Party #1 Signature: _____

Date: _____

Designated Responsible Party #2 Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Designated Responsible Party #2 Signature: _____

Date: _____

I hereby appoint the individual(s) listed above as the designated responsible party or parties for the vacation rental property address being registered.

Owner/Representative Name (print): _____

Owner/Representative Signature: _____

Date: _____