



**VACATION RENTAL CERTIFICATE OF REGISTRATION
INSPECTION CHECKLIST**

Vacation Rental Property Address: _____

DRP – Designated Responsible Party	CONFIRMED BY OWNER/DRP	TO BE COMPLETED BY CITY
Required Informational Postings:		
Street address of the vacation rental	<input type="checkbox"/>	<input type="checkbox"/>
Name and phone number of designated responsible party	<input type="checkbox"/>	<input type="checkbox"/>
Location of the nearest hospital	<input type="checkbox"/>	<input type="checkbox"/>
Non-emergency police telephone number	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle pick up days/times	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>
Maximum occupancy	<input type="checkbox"/>	<input type="checkbox"/>
Maximum number of vehicles	<input type="checkbox"/>	<input type="checkbox"/>
“Good Neighbor” Notice	<input type="checkbox"/>	<input type="checkbox"/>
Statement regarding audible sound beyond property lines	<input type="checkbox"/>	<input type="checkbox"/>

Safety Requirements:	OWNER/DRP*	CITY
Swimming pool, spa or hot tub complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(a)	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detection complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(b)	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide detection complies with the minimum safety standards as set forth in Ordinance No. 21-5353 Section 34.5-12(b)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher (portable, multi-purpose dry chemical 2A:10B:C) on each floor/level as set forth in Ordinance No. 21-5353 Section 34.5-12(c)	<input type="checkbox"/>	<input type="checkbox"/>

City Code Requirements:	OWNER/DRP*	CITY
Interior and exterior conditions of property comply with minimum standards	<input type="checkbox"/>	<input type="checkbox"/>
Property (including the city sidewalk) is free of overgrowth, trash, and debris (to include landscape)	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle bins are stored properly	<input type="checkbox"/>	<input type="checkbox"/>
RV, trailer, and/or boat stored properly	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the information contained herein is true and correct as of this _____ day of _____, 20_____.

Owner/Authorized Representative/DRP Name: _____

Owner/Authorized Representative/DRP Signature: _____

City Staff Use Only

Inspection Date: _____

Code Compliance Inspector Signature