



City of Sarasota Vacation Rental Certificate of Registration Application Guide

On February 5, 2024, the City Commission adopted Ordinance 24-5506, revising Chapter 34.5 of the City Code. The Ordinance requires all single, two, three, and four-family dwelling units within Residential Single and Multi-Family Zoning Districts citywide to obtain a vacation rental certificate of registration to advertise or operate as a vacation rental. These requirements DO NOT apply to owner occupied vacation rentals, condominiums, cooperatives, or rentals for 30 days or more. Please click [here](#) to read the Ordinance.

Applications for existing vacation rentals on the mainland will be accepted beginning July 1, 2024 and must be submitted by no later than October 31, 2024. Owners of vacation rentals who open a new vacation rental after July 1, 2024 shall apply for an initial certificate of registration at any time of year prior to acquiring ownership or by no later than fifteen (15) days after acquiring ownership. Operation of a vacation rental without a certificate of registration as of January 1, 2025, constitutes a violation of the City Code. Please click [here](#) to apply for an initial or renewed certificate of registration.

Vacation rental owners or their authorized representative shall renew the certificate of registration prior to December 31 of each calendar year after the initial certificate of registration is issued. The renewal application must be submitted between July 1 and October 1 each year. An annual inspection to ensure compliance with ordinance standards is required. Please click [here](#) for more information about the renewal process.

Vacation rental properties shall maintain compliance with all provisions of the Ordinance, including but not limited to: compliance with the minimum stay duration of 7 full days/7 full nights, compliance with the occupancy limits set forth by the Ordinance, and including the vacation rental certificate of registration number in all advertised listings of the property. Please click [here](#) for more information about vacation rental compliance enforcement.

This comprehensive application packet will provide guidance as you complete the registration process. If you have any questions, please contact our office at vacationrentals@sarasotafl.gov or call (941)263-6623.

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Vacation Rental Certificate of Registration Application Process

1. **Submit application for review** – The initial review will be completed by City staff within fifteen (15) calendar days. The applicant will receive an email if any additional information is required to approve the application. The applicant will have twenty (20) calendar days to submit any requested documentation, after which point the application will be deemed withdrawn if the information has not been submitted. The applicant will be required to submit a new application if the original application has been deemed withdrawn.
2. **Pay application fee** - Once the application is approved, the applicant will be notified via email and will have twenty (20) calendar days to pay the application fee, after which point the application will be deemed withdrawn if the payment has not been completed. The applicant will be required to submit a new application if the original application has been deemed withdrawn. A late fee will be assessed for applications submitted beyond the deadline.
3. **Schedule inspection** - Once the application fee has been paid, the City will contact the Designated Responsible Party to schedule the inspection of the vacation rental. If necessary, the owner will be given thirty (30) days to correct any deficiencies identified upon the time of inspection and must contact the City to schedule a reinspection. Reinspection fees will apply.
4. **Obtain certificate of registration** – Once the property has passed inspection and any applicable fees have been paid, the City will issue the certificate of registration to the applicant via email. A copy of the certificate is also available within the applicant's registration portal. The certificate of registration number must be listed on all advertised listings of the property.
5. **Maintain compliance with Ordinance standards** - Vacation rental properties shall maintain compliance with all provisions of the Ordinance, including but not limited to: compliance with the minimum stay duration of 7 full days/7 full nights, compliance with the occupancy limits set forth by the Ordinance, and including the vacation rental certificate of registration number in all advertised listings of the property.
6. **Renew the certificate of registration annually:** Vacation rental owners or their Authorized Representative shall renew the certificate of registration prior to December 31 of each calendar year after the initial certificate of registration is issued. The renewal application must be submitted between July 1 and October 1 each year. An annual inspection to ensure compliance with ordinance standards is required.

If you have any questions, please contact our office at vacationrentals@sarasotafl.gov or call (941)263-6623.

Vacation Rental Certificate of Registration Application Document Checklist

Please refer to this checklist as you gather the required application documents. A PDF copy of the required forms along with information and resources regarding each item is included. If you have any questions as you prepare the application documents, please contact our office at vacationrentals@sarasotafl.gov or call 941-263-6623.

<input type="checkbox"/> <u>Initial Application form (only required if submitting on paper)</u> – This form is only required if you choose to submit the application on paper. By utilizing the online portal to submit the application, you will be able to track the status of the application, complete online payment, and manage the certificate once it is active. <ul style="list-style-type: none">o Click HERE to access the online customer application portal
<input type="checkbox"/> <u>Authorized Representative Form</u> <i>(only required if applicant is submitting on owner's behalf)</i>
<input type="checkbox"/> <u>Declaration of Owner Form</u>
<input type="checkbox"/> <u>Designation of Responsible Party Form</u>
<input type="checkbox"/> <u>Inspection Checklist</u> – Please ensure that you review and complete the inspection checklist prior to scheduling inspection to ensure that the property meets minimum safety/informational requirements.
<input type="checkbox"/> Transient Public Lodging Establishment License issued by Florida DBPR - Obtain a Vacation Rental Dwelling License from the Florida Division of Business and Professional Regulation (DBPR) – <ul style="list-style-type: none">o Click HERE to apply for the DBPR Vacation Rental Dwelling License online
<input type="checkbox"/> City of Sarasota Local Business Tax Receipt – Please complete the LBTR application and email along with a copy of your Florida DBPR Vacation Rental Dwelling License to LocalBusinessTax@SarasotaFL.gov for processing. You will receive an invoice once the application has been processed. <ul style="list-style-type: none">o Click HERE to apply for the Local Business Tax receipt certificate online
<input type="checkbox"/> Evidence of remission of tourist development taxes with Sarasota County Tax Collector – Please submit a copy of the return for the tourist development taxes for the property. If the property is only advertised on VRBO and AirBNB, both of these sites remit these taxes on your behalf. You can obtain a tax remission history directly from your online portal from either of these sites. As an alternative to this remission statement, the owner may submit a notarized letter stating that local and state taxes are being collected and paid for on your behalf. Be sure to list all the sites you advertise on. (Here is also a link to AirBnB's Help Articles, which will guide you towards finding the tax remission information within the listing: https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work)

<p>❑ Active Certificate of Registration with the Florida Department of Revenue - Please submit a copy of the certificate of registration from the FL Dpt of Revenue for the property. If the property is only advertised on VRBO and AirBNB, both of these sites remit these taxes on your behalf. You can obtain a tax remission history directly from your online portal from either of these sites. As an alternative to this remission statement, the owner may submit a notarized letter stating that local and state taxes are being collected and paid for on your behalf. Be sure to list all the sites you advertise on. (Here is also a link to AirBnB’s Help Articles, which will guide you towards finding the tax remission information from their webpage: https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work)</p>
<p>❑ Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking – Please ensure that you delineate parking spaces on the exterior sketch to enable a fixed count of the number of parking spaces that are available. You may utilize a copy of a survey, a bird’s eye view photo, or hand-draw the sketch.</p>
<p>❑ Interior building sketch for each floor showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways, stairways, and elevators – Please provide a floor-by-floor interior sketch including the aforementioned elements. The sketch may be hand-drawn to a reasonable scale.</p>
<p>❑ Sample of Standard Rental Lease Agreement – You can either print your “House Rules” from AirBNB or VRBO, or utilize a pre-existing standard lease agreement if applicable</p>
<p>❑ Proof of current ownership of the vacation rental property – Provide a copy of the Warranty Deed or tax bill to confirm ownership of the property.</p>
<p>❑ Any pre-existing rental agreements as defined in Section 34.5-3(i) (if applicable)</p>

Vacation Rental Certificate of Registration Minimum Informational Requirements

Prior to issuance of a vacation rental certificate of registration, the rental must be inspected as required by Section 34.5-10 to ensure compliance with minimum safety and informational requirements. The following information listed below shall be posted in a conspicuous location on an interior wall inside the vacation rental for the safety and convenience of the occupants:

1. The location of the nearest hospital.
2. The non-emergency police telephone number for the City of Sarasota 941-316-1199.
3. The dates and approximate times of trash and recycling pick up.
4. The street address of the vacation rental.
5. The name and phone number of the 24-hour designated responsible party or parties.
6. Emergency evacuation instructions (*a map or detailed instructions as to where tenants can evacuate in the event of a hurricane or natural disaster*). Link to printable map: <https://www.scgov.net/home/showdocument?id=65188&t=638512797493887143>
7. The maximum occupancy of the vacation rental.
8. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff.
9. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: "You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes."
10. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by Section 20-5(b) of the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants.

As an alternative to posting, the information required to be provided by this section may be provided in a "welcome binder" left on a coffee table, kitchen table, or other prominent location in the vacation rental or the information may be provided to the occupants of the vacation rental electronically. In the event the required information is provided electronically, the vacation rental owner shall have the burden to demonstrate that the information was, in fact, provided, if requested to do so by the City Director of Development Services.

Vacation Rental Certificate of Registration Minimum Safety Requirements

Prior to issuance of a vacation rental certificate of registration, the rental must be inspected as required by Section 34.5-10 to ensure compliance with minimum safety and informational requirements. Upon time of the inspection, City staff will confirm compliance with the following minimum safety requirements as well as compliance with all applicable City and Zoning Codes:

Sec. 34.5-12. – Minimum safety requirements

(a) A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act which specifies that a pool, spa or hot tub must meet at least one (1) of the following requirements relating to pool safety features:

(1)The pool must be isolated from access to a home by an enclosure that meets the specific barrier requirements of the Residential Swimming Pool Safety Act including, and not limited to, a minimum four-foot height barrier with no gaps, openings, protrusions, or structural elements that could allow a young child to crawl under, squeeze through or climb over the barrier; the barrier must be placed around the perimeter of the pool and must be separate from any fence, wall or other enclosure surrounding the yard unless the fence, wall or enclosure is situated on the perimeter of the pool and is being used as part of the barrier; gates that provide access to swimming pools must open outward away from the pool and be self-closing and equipped with a self-latching locking device with the release mechanism of which must be located on the pool side of the gate;

(2)The pool must be equipped with an approved safety pool cover, manually or power operated, that meets all the performance standards of ASTM F1346-91;

Where a wall of the dwelling serves as part of the barrier, one (1) of the following shall apply:

(3) All doors and windows providing direct access from the home to the pool shall be equipped with an exit alarm complying with UL 2017 that has a minimum sound pressure rating of 85 dBA at ten (10) feet. Any deactivation switch shall be located at least fifty-four (54) inches above the threshold of the access. Separate alarms are not required for each door or window if sensors wired to a central alarm sound when contact is broken at any opening;

(4) All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with positive mechanical latching/locking installed a minimum fifty-four (54) inches above the threshold, which is approved by the authority having jurisdiction; or

(5) A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms", which includes surface motion, pressure, sonar, laser and infrared alarms.

(b) The vacation rental shall have a smoke and carbon monoxide detection and notification system which shall be installed and continually maintained and which shall be permanently powered by the dwelling's electrical system, or where not feasible, shall be powered by ten-year nonremovable, nonreplaceable batteries. The use of combination smoke alarm and carbon monoxide alarms is acceptable. Smoke alarms shall be located in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of a dwelling including basements and habitable attics. Carbon monoxide alarms shall be located within ten (10) feet of each sleeping room for any dwelling using fossil-fuel burning heater, fixture or appliance, a fireplace or attached garage.

(c) A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected, and maintained in accordance with NFPA 10 on each floor level of the vacation rental. The fire extinguisher may be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location or with written information provided to the overnight occupants regarding the location of the fire extinguisher(s).

Please ensure that you review and complete the Inspection Checklist prior to scheduling the inspection to ensure compliance with all safety and informational requirements. If you have any questions about the inspection requirements, please contact our office at vacationrentals@sarasotaf1.gov or call (941)263-6623.



CERTIFICATE OF REGISTRATION APPLICATION FORM - INITIAL

Each vacation rental unit shall require a separate Certificate of Registration.

Vacation Rental Street address: _____

Parcel Identification Number: _____

City: _____ **State:** _____ **ZIP:** _____

Applicant name: _____

(Please note, if you are applying on the owner's behalf, you must also submit an Authorized Representative form signed by the owner authorizing you to apply.)

Owner's name: _____

Owner mailing address: _____

City: _____ **State:** _____ **ZIP:** _____

Owner phone number: _____

Owner email address: _____

1. Designated Responsible Party Information

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. In the event an owner designates a property management company, the owner shall also designate one or two individual persons associated with the property management company as the designated responsible party or parties.

1ST Designated Responsible Party name: _____

a. Cell phone number: _____

b. Email address: _____

c. Mailing address: _____

City: _____ State: _____ ZIP: _____

2ND Designated Responsible Party name (if applicable): _____

a. Cell phone number: _____

b. Email address: _____

c. Mailing address: _____

City: _____ State: _____ ZIP: _____

2. Required documentation to be attached:

Please refer to page 3 and 4 of the Application Guide as you gather the required application documents. A PDF copy of the forms along with information and resources regarding each item is also included within the Guide.

- a. Payment of initial registration fee: \$500.00
- b. Number of Bedrooms: _____
- c. Number of Full Bathrooms: _____
- d. Authorized Representative Form (only required if applicant is submitting on owner's behalf)
- e. Declaration of Owner Form
- f. Designation of Responsible Party Form
- g. Inspection Checklist – Please ensure that you review and complete the inspection checklist prior to scheduling inspection to ensure that the property meets minimum safety and informational requirements.
- h. Transient Public Lodging Establishment License issued by Florida DBPR - Obtain a Vacation Rental Dwelling License from the Florida Division of Business and Professional Regulation (DBPR)
- i. City of Sarasota Local Business Tax Receipt
- j. Sarasota County Local Business Tax Receipt
- k. Evidence of remission of tourist development taxes with Sarasota County Tax Collector (or proof of remission)
- l. Active Certificate of Registration with the Florida Department of Revenue (or proof of remission)
- m. Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking – Please ensure that you delineate parking spaces on the exterior sketch to enable a fixed count of the number of parking spaces that are available. You may utilize a copy of a survey, a bird's eye view photo, or hand-draw the sketch.
- n. Interior building sketch for each floor showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways, stairways, and elevators – the sketch must be floor-by-floor and may be hand-drawn to a reasonable scale.
- o. Sample of Standard Rental Lease Agreement – You can either print your “House Rules” from AirBNB or VRBO or utilize a pre-existing standard lease agreement if applicable.
- p. Proof of current ownership of the vacation rental property
- q. Any pre-existing rental agreements as defined in Section 34.5-3(i)

If you have any questions as you prepare the application documents, please contact our office at vacationrentals@sarasotafl.gov or call 941-263-6623.

Submission of an incomplete application for an initial certificate of registration shall result in rejection of the application. If the submission for registration is incomplete, the applicant shall be notified of the deficiency and shall be allowed twenty (20) calendar days to provide any missing information or to pay any unpaid registration or inspection fees, or code compliance penalties. If the missing information is not provided or fees or penalties not paid within the twenty (20) day period, the application shall be deemed withdrawn.

Initial certificates of registration issued during the calendar years 2022 and 2023 shall be valid through December 31, 2023. Thereafter, initial certificates of registration shall expire on December 31 of the year for which the certificate was issued. All initial certificates of registration shall expire on December 31 the year for which the certificate was issued, even if this means the certificate of registration is valid for less than one year. All initial and renewed certificates of registration shall be considered current and valid until their expiration date unless: (1) an amended certificate is required by Sec. 34.5-7; (2) a new initial certificate is required by Sec. 34.5-8; or (3) the certificate has been suspended in accordance with Sec. 34.5-20.

Certificates of registration are non-transferable and non-assignable.

I HEREBY ATTEST THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I WILL COMPLY WITH CHAPTER 34.5, VACATION RENTALS FOR THE CITY OF SARASOTA, FLORIDA.

Owner or Authorized Representative Name: _____

Owner or Authorized Representative Signature: _____

Date: _____



**VACATION RENTAL CERTIFICATE OF REGISTRATION
AUTHORIZED REPRESENTATIVE FORM**

Vacation Rental Property Address: _____

If the application for registration is being submitted on behalf of the owner of the property by his or her authorized representative, this form must accompany the initial application. By signing this form, the vacation rental property owner hereby authorizes the following listed Authorized Representative to act on his or her behalf.

Authorized Representative Name: _____

Owner Name: _____

Owner Signature: _____

Date: _____



VACATION RENTAL CERTIFICATE OF REGISTRATION DECLARATION OF OWNER FORM

Vacation Rental Property Address: _____

1. I have reviewed and understand the following standards for vacation rentals:

- a. Minimum safety requirements
- b. Minimum informational requirements
- c. Parking requirements
- d. Duties of Designated Responsible Party
- e. Maximum Occupancy limitations and exemption from maximum occupancy limits for pre-existing rental agreements
- f. Fines and citation penalties for violations

2. The following information has been posted or displayed inside the vacation rental unit:

- a. The location of the nearest hospital
- b. The non-emergency police telephone number 941-316-1199
- c. The street address of the vacation rental
- d. Trash and recycling pick-up time and days and protocol for placing and retrieving/storing containers
- e. The name and phone number of the designated responsible party or parties
- f. Emergency evacuation instructions

3. The following information has been posted in a conspicuous location on an interior wall inside the vacation entry in close to the main entrance, or alternatively this information has been provided in accordance with subsection 34.5-13(c):

- a. The maximum occupancy of the vacation rental
- b. The maximum number of vehicles that will be allowed to park at the vacation rental based on the number of off-street parking spaces on site, including enclosed spaces as determined by City staff
- c. A notice of the need to respect the peace and quiet of neighborhood residents which shall state as follows: “You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes.”
- d. A statement that sound that is audible beyond the property lines of the vacation rental unit is regulated by Section 20-5(b) of the City Sound Ordinance and that violation of the Sound Ordinance could result in fines to the occupants

4. I will ensure that any advertisement and any rental offering associated with the vacation rental unit will contain the following information:

- a. The City of Sarasota Vacation Rental Certificate of Registration Number
- b. Any advertising of the vacation rental shall conform to the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. In accordance with Section II-304(b)(1) of the Zoning Code “household living” is “characterized by the residential occupancy of a dwelling unit by a family. Tenancy is arranged for periods longer than one week. Uses where tenancy is arranged for a shorter period are not considered residential. They are considered to be a form of “transient lodging. . .”
- c. Conformity to the occupancy limit of the vacation rental property being registered as set by Section 34.5-16 of this Chapter

I, as the owner (or Authorized Representative of the owner) of the vacation rental property address listed herein, am aware of the City of Sarasota rules regulating vacation rentals specifically including the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. Under Penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Owner or Authorized Representative Name: _____

Owner or Authorized Representative Signature: _____

Date: _____



VACATION RENTAL CERTIFICATE OF REGISTRATION DESIGNATION OF RESPONSIBLE PARTY FORM

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: _____

Designated Responsible Party #1 Signature: _____

Date: _____

Designated Responsible Party #2 Name: _____

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 or Authorized Representative Name (print): _____

Owner or Authorized Representative Signature: _____

Date: _____



**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