



SHORT-TERM VACATION RENTAL APPLICATION

Date Submitted for Review: _____

Property Address: _____

A **Short-term vacation rental** means that you are providing an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days. Such use may or may not include an on-site manager. For the purposes of this definition, a residential dwelling shall include all dwelling units as defined in section 119-2 of the City Code, but shall exclude group living or other lodging uses.

A **Short-term vacation rental occupants** means guests, tourists, lessees, vacationers or any other person who, in exchange for compensation, occupy a dwelling unit for lodging for a period of time not to exceed 30 consecutive days.

Short-term vacation rental agent means a natural person designated by the owner of a short-term vacation rental on the short-term vacation rental certificate application. Such person shall be available for and responsive to contact at all times and someone who is customarily present at a location within the city for purposes of transacting business.

No person shall rent, lease or otherwise exchange for compensation all or any portion of a dwelling unit as short-term vacation rental, as defined in section 119-691 of the City Codes, without first submitting the following information to the City for review and approval.

Executed Code Compliance Verification

I certify that the that the short-term vacation unit complies with applicable zoning, building, health and life safety code provisions. An inspection has been completed by the city housing official and the Fire Marshal and identified deficiencies have been repaired

Zoning Administrator: _____ Zoning District: ____ Historic District: _____

Signature: _____ Date: _____

Building Official: Signature: _____ Date: _____

Fire Marshal: Signature: _____ Date: _____

Owner Signature: _____ Date: _____

The Building Inspector and Fire Marshal are concerned about the safety of your home as you open it for public accommodation. They will provide an inspection report and discuss issues with you during the inspection. They are focused on life safety issues like:

1. Handicap accessibility. Doorways are wide enough for access to the home and rooms
2. Safe stairs and porches. This includes appropriate rails for all areas more than 18 inches above grade.
3. Bathroom fixtures are safe for public use.
4. Hot water heater is functioning properly and within appropriate temperature settings.
5. There are appropriate smoke and fire detection devices in the home.
6. No outstanding electrical issues (exposed wires, missing covers, non-operating switches, shorts, etc.)
7. Stairs, where they exist, meet width and tread standards. Windows in front of stair landings are made of the appropriate safety material.
8. Minimum window sizes for emergency use.
9. They will also consider any other structural issues that may exist which would affect the safety of your guest.

Application for a Short-term vacation rental certificate.

An annual short-term vacation rental certificate shall be submitted to the city manager.

(a) Co-application for a home business occupational tax certificate (business license).

(b) Provide the following:

(1) Paid the non-refundable \$45.00 fee.

(2) Name of Property Owner: _____

Home Address of Property Owner: _____

24-hour Telephone Number for the Owner: _____

Email address of the Owner(s): _____

(If the owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information on a separate page)

(3) The complete address of the short-term vacation rental; _____

(4) The name of the short-term vacation rental agent _____

Address _____

Telephone number _____

Email address _____

(5) The number and location of parking spaces allotted to the premises; _____

(6) A written exemplar agreement, which shall consist of the form of document to be executed between the owner and occupant(s) and which shall contain the following provisions:

a. The occupant(s)' agreement to abide by all of the requirements of this division, any other City of Porterdales ordinances, state and federal law and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else;

b. The occupant(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the city's noise ordinance; and

c. The occupant(s)' acknowledgement and agreement that violation of the agreement or this division may result in immediate termination of the agreement and eviction from the short-term vacation rental unit by the owner or agent, as well as the potential liability for payments of fines levied by the city.

(7) Proof of the owner's current ownership of the short-term vacation rental unit;

(8) Proof of insurance; and

(9) A written certification from the short-term vacation rental agent that he or she agrees to perform the duties specified in subsection 119-694(b). This certification for the short-term vacation rental agent shall include:

a. I will be reasonably available to handle any problems arising from use of the short-term vacation rental unit;

b. I will appear on the premises of any short-term vacation rental unit within two hours following notification from the city of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the short-term vacation rental unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City Code or other applicable law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol or use of illegal drugs. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and

c. I will monitor the short-term vacation rental unit for compliance with this division.

An owner may change his or her designation of a short-term vacation rental agent temporarily or permanently; however, there shall only be one such agent for a property at any given time. To

change the designated agent, the owner shall notify the city manager in writing of the new agent's identity and provide a new written certification from the short-term vacation rental agent.

As the owner I acknowledge that I have received a copy of the City of Porterdale's Short-Term Rental Ordinance and have reviewed it and understand its requirements.

As the Owner I agree to provide my best efforts to assure that use of the premises by short-term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties.

Code Compliance Verification - I attest that this code compliance verification form by the short-term vacation owner that the short-term vacation unit complies with applicable zoning, building, health and life safety code provisions.

Owner: _____
Signature Date

Notary: _____
Signature Date

Seal

No person shall allow occupancy or possession of any short-term vacation rental unit if the premises is in violation of any applicable zoning, building, health or life safety code provisions.

No certificate issued for a Short-Term Rental Certificate may be transferred or assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.

Approved/Disapproved By: _____ Date: _____