



Vacation Rental Registration Application

Table with 2 columns and 3 rows. Header: For Internal Use Only. Row 1: Application Submittal Date. Row 2: Business Tax License Number.

Background: Article XII. - Vacation Rentals, of Chapter 10 - Licenses, Permits and Business Regulations, of the Code of Ordinances of the City of Wilton Manors, provides for regulation of vacation rentals as defined in Section 509.242, Florida Statutes (2014).

Definition of Vacation Rental: Any unit or group of units in a condominium or cooperative or any individually or collectively owned Residential property, house or dwelling unit that is rented to guests more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests, but that is not a timeshare project.

Vacation Rental Fee Schedule table with 2 columns: Fee Category and Amount. Rows include: New Registration Fee (\$750.00), Renewal Registration Fee (\$750.00), Safety Inspection, Re-Inspection and No-Show Inspection (with sub-items a-e), and Late Registration Payment Fee (\$187.50).

This packet includes the following documents:

- 1. Vacation Rental Certificate of Compliance Application
2. Vacation Rental Affidavit of Compliance
3. Resources / Agency Contact Information

Property Owner Contact Information

Name _____
Primary Phone _____ Secondary Phone _____
Home Address _____
Mailing Address _____
Email _____
Responsible Party? Yes _____ No _____

Responsible Party Contact Information (If party is not the property owner)

Name _____
Primary Phone _____ Secondary Phone _____
Home Address _____
Mailing Address _____
Email _____
Emergency Contact Phone Number _____

Note: The responsible party must reside within Broward County and must be available twenty-four (24) hours a day, seven (7) days a week to answer and respond to complaints and/or address violations at the property. The responsible party must be situated close enough to the property as to be able to, and shall, respond to emergency calls within one (1) hour of notification.

Property Information

Vacation Rental Address _____
Legal Description (i.e. Lot, Folio Number, Block, Subdivision Name) _____

Square Footage of the Structure _____
of Bedrooms _____ # of Bathrooms _____
of Parking Spaces in Garage and off-street _____ # of Dwelling Units _____

Identify any and all website addresses the property owner uses to advertise the Residential property for rent as a Vacation Rental. _____

Documents Required to be Submitted with Application	Yes	No
Broward County Property Appraiser's (BCPA) Property Information Sheet and / or proof of owner's current ownership of the property		
Signed Vacation Rental Affidavit of Compliance		
Proof of registration with the Florida Department of Revenue for sales tax collection		
Proof of registration with Broward County for Tourist Development Tax		
Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment for the entity and/or property		
Completed and Signed Vacation Rental Application		
Responsible Party's Address is within Broward County		
Payment of the Vacation Rental Registration Fee		
City of Wilton Manors Business Tax Receipt Application		
Broward County Business Tax Receipt		

Signature of the property owner grants authorization to the City of Wilton Manors staff to inspect the premises of the Vacation Rental unit prior to the issuance of the Vacation Rental certificate and at any other time after issuance of certificate concerning compliance with City of Wilton Manors Chapter 10 of the Code of Ordinances. Signature also certifies that the property owner and responsible party has read and examined this application and knows that same is true and correct.

Property Owner Name (Please Print): _____

Property Owner Signature: _____ Date: _____

Responsible Party Name (Please Print): _____

Responsible Party Signature: _____ Date: _____

Submission of an incomplete registration application form shall result in rejection of the application. It shall be unlawful for any person to give any false or misleading information in connection with the application for registration.

Affidavit of Compliance

Property Address: _____ Date: _____

STATE OF FLORIDA

COUNTY OF BROWARD

- A. I am, on the date this Affidavit is signed by me, the owner of or person who is authorized on behalf of an entity that owns the residence located at _____ within the City of Wilton Manors, Florida.
- B. I am, on the date of this Affidavit is signed by me, the Responsible Party for the residence located at _____ within the City of Wilton Manors, Florida.
- C. On _____ I (property owner) submitted an application for registration of the residence as a Vacation Rental and request for a Certificate of Compliance to the City of Wilton Manors.
- D. I hereby certify that the Vacation Rental is in compliance with the provision of Chapter 10, Article XII of the City of Wilton Manors Code of Ordinances and other applicable local, state, and federal laws, regulation, and standards to include, but not limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following:

Vacation Rental Compliance Requirements and Standards:

- 1. **Licensing:** Obtain and maintain City of Wilton Manors Business Tax Receipt, Broward County Business Tax Receipt, Florida Department of Revenue certificate of registration for purposes of collection and remitting tourist development taxes, sales surtaxes and transient rental taxes, Broward County for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.
- 2. **Interior Posting:** The Certificate of Compliance shall be posted on the back of or next to the main entrance door. The posting shall also inform all guests, in writing, prior to occupancy of the property of applicable City of Wilton Manors ordinances concerning noise, vehicle parking, garbage, residency

prohibitions for sexual offenders and common area usage with a copy of the applicable City of Wilton Manors ordinances printed in the English language and posted prominently near the main entrance of the establishment.

3. **Trash Pick-Up:** No garbage container shall be located at the curb for pickup before 6:00 p.m. of the day prior to pick up, and garbage containers shall be removed before midnight of the day of pickup. The property must be free of garbage and litter except the storage of garbage, and litter in authorized receptacles.
4. **Parking:** All vehicles associated with the Vacation Rental must be parked on hard surface off-street parking provided on the property, and no more than one (1) vehicle per bedroom in the Vacation Rental shall be permitted.
5. **Maximum Occupancy:** The following specific site considerations shall limit any Vacation Rental occupancy to whichever is less:
 - a. One (1) person per one hundred fifty (150) gross square feet of permitted, habitable space as defined in the Florida Building Code (5th Ed); and
 - b. Two (2) persons per sleeping room, meeting the requirements for a sleeping room, plus two (2) additional persons that may sleep in a common area.
 - c. Occupancy may not exceed three (3) Transient Occupants per one required (1) off-street parking space, the number of which is determined by the requirements of Section 135-080 of the Unified Land Development Regulations ("ULDR") or for multifamily property in the Transit Oriented Corridor or Arts & Entertainment Zoning Districts, Section 030-110 of the ULDR.
6. **Responsible Party:** Inform all guests, in writing, prior to occupancy of the property of applicable City of Wilton Manors ordinances concerning noise, vehicle parking, garbage, residency prohibitions for sexual offenders and common area usage with a copy of the applicable City of Wilton Manors ordinances printed in the English language and posted prominently near the main entrance of the establishment; maintain all properties under their control in compliance with the occupancy limits, as specified in the Florida Building Code as determined by the Building Official or his or her designee and the Code of Ordinances of the City of Wilton Manors, Florida, as determined by the Director of Community Development Services or his or her designee; see that the provisions of this Article are complied with and promptly address any violations of this Article or any violations of law which may come to the attention of the Responsible Party; be available with authority to address and coordinate solutions to problems with the rental of the property twenty-four (24) hours a day, seven (7) days a week; be situated close enough to the property as to be able to, and shall, respond to emergency calls within one (1) hour of notification; keep available a register of all guests, which shall be open to inspection by authorized personnel of the City of Wilton Manors at all times; and maintain the entire property free of garbage and litter.

7. **Advertising:** Any advertising of the Vacation Rental shall conform to information included in the Vacation Rental Certificate of Compliance and the property's approval, particularly as it pertains to maximum occupancy.
8. **Property Owner / Responsible Party:** The City Manager or his / her designee must be provided written notice of any changes of Responsible Party within fifteen (15) days of such change. The Responsible Party must be available to address and coordinate solutions to problems with the rental of the property twenty-four (24) hours a day, seven (7) days a week. The Responsible Party must reside within Broward County and be available to respond to emergency calls within one (1) hour of notification. The property owner/responsible party must comply with all applicable city, county, state, and federal laws, rules, regulations, ordinances, and statutes.
9. **Sexual Offenders:** It is unlawful to allow another person to occupy any Residential property as a Vacation Rental within the City of Wilton Manors, with the knowledge that it will be occupied by a person prohibited from establishing a permanent residence or temporary residence at said Residential property pursuant to Sections 12-6 through 12-9 of the Code of Ordinances, if such place, structure, or part thereof, trailer or other conveyance, is located within two thousand (2,000) feet of any school, day care center, designated public school bus stop, park or playground or other place where children regularly congregate as described in Article II, Chapter 12 of the Code of Ordinances.
10. **Noise:** It shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in Chapter 21 of the Code of Ordinances of the City of Wilton Manors, Noise Control.
11. **Solid Waste Handling And Containment.** Based on the maximum transient occupancy permitted, City solid waste containers shall be as required in Chapter 16 of this Code. Appropriate screening and storage requirements for solid waste containers shall apply per any development approval and be incorporated into the Certificate of Compliance. For purposes of this section, no solid waste container shall be placed at curbside for pickup before 6:00 p.m. on the day prior to pickup, and be removed from curbside no later than midnight the day of pickup.
12. **Minimum Vacation Rental Lessee Information.** The Vacation Rental lessee shall be provided with a copy of the following information:
 - a. Minimum life/safety requirements:
 1. Swimming pool, spa and hot tub safety. A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act, Chapter 515, Florida Statutes.
 2. Sleeping rooms. All sleeping rooms shall meet the minimum requirements of the Florida Building Code.
 3. Smoke and carbon monoxide (CO) detection and notification system. If an interconnected and hard-wired smoke and carbon monoxide (CO) detection and notification system is not in place within the Vacation Rental unit, then an interconnected, hard-wired smoke alarm

and carbon monoxide (CO) alarm system shall be required to be installed and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code - Residential.

4. Fire extinguisher. 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 unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.

I hereby acknowledge the following:

- The approval of this Certificate of Compliance shall in no way permit any activity contrary to the City of Wilton Manors Code of Ordinances, or any activity that would constitute a nuisance under state or local law.
- The approval for use of this residence as a Vacation Rental is based on my representation to city staff, and does not in any way constitute an evaluation or determination of legal or Legal Non-conforming status of the improvements on this site.
- It is my responsibility, as a property owner and / or Responsible Party, to ensure that the conduct of this Vacation Rental is not contrary to any ordinance, code, or restriction which may govern the property on which the Vacation Rental will be conducted, which property address is referenced above.
- Any misrepresentation made by me or by my Responsible Party in applying for this certificate may render the certificate invalid.
- The Residential property, or any other property owned by the titled owner of the Residential property, is not in violation of any section of the Code of Ordinances of the City of Wilton Manors.
- There are no unsatisfied liens recorded against the Residential property, or any other property owned by the titled owner of the Residential property, as a result of any violation of any section of the Code of Ordinances of the City of Wilton Manors.
- The owner shall comply with all applicable city, county, state and federal laws, rules, regulations, ordinances and statutes.
- The property is not in foreclosure.

SIGNATURE OF OWNER OF PROPERTY

PRINTED NAME OF OWNER OF PROPERTY

State of Florida
County of Broward
NOTARY PUBLIC
SEAL OF OFFICE

On this, the ____ day of _____, 20____, before me, the undersigned Notary Public of the state of Florida, personally appeared _____ and whose name(s) is/are subscribed to the within instrument, WITNESS my hand and official seal:

Personally known to me, or produced identification (list type of identification provided): _____

DID take an oath DID NOT take an oath

NOTARY

SIGNATURE OF RESPONSIBLE PARTY

PRINTED NAME OF RESPONSIBLE PARTY

State of Florida
County of Broward
NOTARY PUBLIC
SEAL OF OFFICE

On this, the ____ day of _____, 20____, before me, the undersigned Notary Public of the state of Florida, personally appeared _____ and whose name(s) is/are subscribed to the within instrument, WITNESS my hand and official seal:

Personally known to me, or produced identification (list type of identification provided): _____

DID take an oath DID NOT take an oath

NOTARY

Agency/ Resource	Contact Information
City of Wilton Manors - Vacation Rental Program	Community Development Services Department LeeAnn Archacki, Business Tax Administrator / Office Manager Hours: 7:00 a.m. - 6:00 p.m., Monday through Thursday Phone: (954) 390-2180
City of Wilton Manors Business Tax Receipt	Community Development Services Department LeeAnn Archacki, Business Tax Administrator / Office Manager Hours: 7:00 a.m. - 6:00 p.m., Monday through Thursday Phone: (954) 390-2180
Broward County Business Tax Receipt	Broward County Finance and Administrative Services Department REVENUE COLLECTION DIVISION Tax & License Section 115 S. Andrews Avenue Room A-100 Fort Lauderdale, Florida 33301 (954) 831-4000 http://www.broward.org/RecordsTaxesTreasury/TaxesFees/Documents/OccupationalLicense.pdf
Broward County Property Appraiser Sheet with Property Information	http://www.bcpa.net
Broward County Tourist Development Tax	Broward County Tax Collector Tourist Development Tax Section 115 S. Andrews Avenue, Room A-110 Fort Lauderdale, Florida 33301 Phone: (954) 357-8455
Florida Department of Revenue sales Tax Collection Registration	http://dor.myflorida.com/dor/taxes/registration.html
Florida Department of Business and Professional Regulation Licensure for Transient Public Lodging Establishment	http://www.myfloridalicense.com/dbpr/index.html

Official Use Only

Based on the review of the application, affidavit, and the inspection of the property, a Certificate of Compliance **will / will not** be issued.

Certificate Number	
Date of Issuance	
Employee Name	