



City of Indian Harbour Beach VACATION RENTAL REGISTRATION

Rev: 2 | Revision Date: 09/11/2018
Ordinance #: 2018-05

Application

This packet includes the following documents:

1. Vacation Rental Registration Application
2. Vacation Rental Affidavit of Compliance
3. Owner Authorization for Responsible Party, if applicable

Certificate of Compliance #: _____

CHECK ALL THAT APPLY

- New Application
- Renewal
- Modification to Property
- Assign/Change Responsible Party
 - Permanent
 - Temporary, Dates: _____

Is Property Homesteaded: Yes No

Website Advertising: URL _____

ID # _____

PROPERTY INFORMATION				
Vacation Rental Address:				
Landline Phone #:				
Zoning District:		Swimming Pool:		Hot Tub:
# of Paved Off-Street Parking Spaces:		Square Footage of Living Area Under Air, Excluding Garage:		
# of Bedrooms:		Maximum Occupancy Requested:		

PROPERTY OWNER/AGENT CONTACT INFORMATION			
Name:			
Mailing Address:			
Primary Phone:		Secondary Phone:	
Email:			
Responsible Party:	<input type="checkbox"/> Yes		<input type="checkbox"/> No

The Responsible party must be available 24/7 and be able to immediately address and take affirmative action within 1 hour of being contacted. A responsible party must be assigned below if the property owner is unable to meet this requirement.



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RESPONSIBLE PARTY CONTACT INFORMATION (If Other than Owner/Agent)			
Name:			
Mailing Address:			
Primary Phone:		Secondary Phone:	
Email:			

Signature of the applicant (owner/agent or responsible party) grants authorization to the City of Indian Harbour Beach staff to inspect the premises of the vacation rental unit prior to the issuance of the Certificate of Compliance and at any other time after issuance of certificate concerning compliance with City of Indian Harbour Beach Chapter 10, Article V. Signature also certifies that the owner/responsible party has read and examined this application and knows that same is true and correct.

Applicant Name (Please Print): _____

Applicant Signature: _____ Date: _____



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Please ensure that all items listed below are submitted with the application. Failure to provide these items, including the registration/application fee, will result in a delay of the application review process. During review, if information is missing, the applicant will be notified of the deficiency, and be allowed fifteen (15) days to provide any missing information. Copies of all State and County licenses/certificates are required.

NOTE: RENEWALS only require the Vacation Rental Application/Affidavit of Compliance, required fees, and current State and County licenses.

REQUIRED DOCUMENTS	YES	NO
Vacation Rental Registration Application and Affidavit of Compliance.		
Agent Authorization, if applicable.		
Grandfathering application, if applicable.		
Proof of Property Ownership (BCPA or Sunbiz)		
Local Information notification as required in Section 10-145 of Resolution 697, which may include the City <i>Lease Addendum</i> that provides a portion of the required information.		
An exterior sketch of the Vacation Rental facility shall be provided. The sketch shall show and identify all structures, pools, spas, hot tubs, fencing, and uses, including areas provided for off-street parking. At the option of the Vacation Rental Owner, such sketch may be hand drawn, and need not be professionally prepared.		
A building sketch by floor shall be provided, showing a floor layout identifying all bedrooms, other rooms, exits, hallways, stairways, as applicable. At the option of the Vacation Rental Owner, such sketch may be hand drawn, and need not be professionally prepared.		
A sketch of the location of the off-street parking spaces, with the following statement on it: "No on-street parking". For purposes of the sketch, off-street parking spaces shall be delineated so as to enable a fixed count of the number of spaces provided. At the option of the Vacation Rental Owner, such sketch may be hand drawn, and need not be professionally prepared.		
Licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.		
License with the Florida Department of Revenue for sales and development tax collection. If no such certificate or account, provide name of entity through which taxes will be remitted.		
Brevard County for Tourist Development Tax Number.		



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Affidavit of Compliance

Before me, _____ and _____ personally appeared,
Owner Responsible Party
after being duly sworn state he/she personally knows the facts stated herein.

1. As of the date this affidavit is signed, I am the known owner, a person who is a principal of an entity, and/or the responsible party of the residence located at _____, Indian Harbour Beach, Florida.
2. On _____, I submitted or authorized an application for the registration of a residence as a vacation rental and request for a Certificate of Compliance to the City of Indian Harbour Beach.
3. I hereby certify that the Vacation Rental is in compliance with the provisions of Chapter 10, Article V, of the City of Indian Harbour Beach Code of Ordinances and other applicable local, state, and federal laws, regulation, and standards to include, but not be 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 Brevard County Business Tax Receipt (if applicable), Florida Department of Revenue certificate of registration for purposes of collecting and remitting tourist development taxes, sales surtaxes and transient rental taxes, Brevard County for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.
2. **Local Telephone Service:** At least one landline telephone with the ability to call 911 shall be available in the main level common area in the vacation rental. The number must be registered with Brevard County Emergency Operations Center and City of Melbourne, and be able to receive emergency notifications.
3. **Fees:** Fees are non-refundable.
4. **Interior Posting:** In each Vacation Rental, there shall be provided, in a prominent location on the inside of the Vacation Rental, the following written information:
 - The official street address and landline phone number of the Vacation Rental.
 - The name, address and phone number of the Vacation Rental Owner or Responsible Party as applicable.
 - The maximum occupancy of the Vacation Rental.



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- A copy of a document to be supplied by the City which includes excerpts from City of Indian Harbour Beach ordinance provisions of general application relevant to Vacation Rentals to include solid waste pick-up regulations, regulations related to sea turtles and sea turtle lighting, and City of Indian Harbour Beach Noise Ordinance, as specified by resolution of the City, as a lease addendum. The City will make available to Vacation Rental Owners and agents a copy of such document in digital format upon request, and the City will post such document on its website.
 - The maximum number of vehicles that will be allowed to park at the Vacation Rental, along with a sketch of the location of the paved off-street parking.
 - The days and times of trash and recycling pickup.
 - Phone number and address of Holmes Regional Medical Center Melbourne and Health First Viera Hospital and directions from the Vacation Rental to the hospital.
 - Emergency and nonemergency phone numbers for Indian Harbour Beach Police and Fire.
 - Emergency evacuation instructions.
 - Notice of the need for respect for the peace and quiet of neighborhood residents, especially during citywide quiet hours identified in the City Code of Ordinances Chapter 8. A statement that all Occupants shall be prohibited from making excessive or boisterous noise in or about any residential dwelling unit at all times. Noise, that is audible beyond the boundaries of the residential dwelling unit, is regulated by the City's noise regulations and violations can result in fines.
 - There shall be posted, next to the interior door of each bedroom and the exterior doors exiting the vacation rental a legible copy of the building evacuation map – Minimum 8-1/2" by 11".
5. **Parking:** All vehicles associated with the Vacation Rental must be parked in compliance with the City of Indian Harbour Beach Code of Ordinances. All vehicles associated with the vacation rental must be parked within a paved parking space or driveway located on the subject property. There shall be no sidewalk, on street, right-of-way, common area, or grass parking.
- Parking of boats, watercraft, recreational vehicles, campers, and trailers at Vacation Rentals shall be to the rear of the front building line of the property.
6. **Notice to Guests:** Inform all vacation rental occupants, in writing, prior to arrival and post at a minimum near the main entrance of the establishment the following:
- Guests are required to comply with all local, state and federal laws at all times, including those related to illegal activities, local nuisance ordinances, and emergency management.
 - Guests are required to participate in all mandatory evacuations due to hurricanes, tropical storms or other threats to resident safety, as required by state and local laws.
7. **Advertising:** Any advertising of the vacation rental unit shall conform to the information included in the Vacation Rental Certificate of Compliance and the property's approval, particularly as this



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pertains to maximum occupancy. A statement stating, "It is unlawful to allow for a sexual offender or sexual predator to occupy this residence."

8. **Property Owner/Agent/Responsible Party:**

- Availability. 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 for the purpose of promptly responding to complaints regarding conduct or behavior of vacation rental occupants or alleged violations of these regulations. This party shall respond to calls within one (1) hour of being notified by law enforcement officer, emergency personnel, or the City of issues related to the Vacation Rental. Responsible party shall respond when requested. Keep available a register of all guests, which shall be open to inspection by authorized personnel of the City of Indian Harbour Beach at all times. Conduct an on-site inspection of the Vacation Rental at the end of each rental period to ensure continued compliance with the requirements of this chapter. Notices given to the responsible party shall be sufficient to satisfy any requirement of notice to the owner, tenant, and violator.
- Responsible Party Changes. Any change in the vacation rental responsible party shall require written notification (updated application) to the City. There shall only be one Responsible Party for each vacation rental property at any given time.

9. **Sexual Offenders:** A Vacation Rental Owner or Responsible Party is responsible for ensuring sexual offenders/predators as defined in §775.21, §943.0435, §944.607, or §985.4815 register at the Brevard County Sheriff's office and the Indian Harbour Beach Police Department following the process set forth in §775.21, 48 hours prior to arrival at a vacation rental, regardless of the length of stay.

A Vacation Rental Owner and/or Responsible Party shall comply with Florida law, Chapter 775.215, as amended from time to time, pertaining to the distance separation of homes with a sexual offender/predator residing within the Vacation Rental and any business, school, child care facility, park, playground, or other places where children regularly congregate.

At the time of check-in, the Vacation Rental Owner or Responsible Party shall inquire if any guest staying at the Vacation Rental property is a sexual offender/predator as defined in §775.21, §943.0435, §944.607, or §985.4815. If any guest of a Vacation Rental public lodging is a sexual offender/predator as defined in §775.21, §943.0435, §944.607, or §985.4815, the operator shall immediately notify the Indian Harbour Beach Police Department.

Failure to comply with this section shall result in the revocation of the Vacation Rental Registration for the Vacation Rental and other enforcement provisions outlined in Section 10-79 of the Code of Ordinances.

10. **Changes or Alteration to the Property or Operation:** The owner shall notify the City if there is an increase in the number of bedrooms, change in designated parking, or change in the responsible party. A new certificate of compliance may be issued if the conditions of the Section 10-103 have been met and all required permits have been issued for the changes or alterations.



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I hereby also acknowledge that the approval of this Certificate of Compliance shall in no way permit any activity contrary to the City of Indian Harbour Beach Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations 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. I further acknowledge that it is my responsibility, as 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. I acknowledge that any misrepresentation made by me or by my agent in applying for this certificate may render the certificate invalid.

Property Owner/Agent Name (Please Print): _____

Signature: _____ Date: _____

STATE OF _____, COUNTY OF _____

Before me, this _____ day of _____ 20____, _____, the foregoing authority, personally appeared, who after being duly sworn, says he/she personally knows the facts stated herein.

Personally known: OR

Produced Identification: Type of Identification Produced: _____

(SEAL)

Signature of Notary Public

Responsible Party Name (Please Print): _____

Signature: _____ Date: _____

STATE OF _____, COUNTY OF _____

Before me, this _____ day of _____ 20____, _____, the foregoing authority, personally appeared, who after being duly sworn, says he/she personally knows the facts stated herein.

Personally known: OR

Produced Identification: Type of Identification Produced: _____

(SEAL)

Signature of Notary Public