



**BAL HARBOUR VILLAGE
VACATION RENTAL CERTIFICATE APPLICATION**
Application Fee: \$ _____

This application form can be used for registration of a Vacation Rental unit pursuant to Bal Harbour Village Ordinance 2011-549.

PROPERTY OWNER:

Name: _____

Mailing Address: _____

Phone: Home: () _____ Office: () _____ Fax: () _____

Email Address: _____

AGENT (if not the property owner): Property Owner must submit a notarized letter authorizing the agent to act on their behalf including the agent's name, address, phone number and email address.

Name: _____

Mailing Address: _____

Phone: Home: () _____ Office: () _____ Fax: () _____

Email Address: _____

LEGAL DESCRIPTION OF PROPERTY FOR WHICH VACATION RENTAL CERTIFICATE IS SOUGHT:

Subdivision: _____ Lot: _____ Block: _____

Street Address: _____

Folio Number: _____

If legal description is in metes and bounds, attach description on a separate sheet.

Zoning District: _____ Future Land Use Map Designation (FLUM): _____

ARE PETS ALLOWED IN THIS UNIT: YES NO

PET LIMITATIONS: _____

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- Attach a copy of any deed, subdivision or condominium restriction applicable to the proposed vacation rental unit.
- Attach a valid and current Florida Department of Revenue sales tax identification number under Florida Statutes, Chapter 212 (Florida Tax and Revenue Act) and a valid and current permit, license, or approval under Florida Statutes, Chapter 509 (Public Lodging Establishments).
- Attach a detailed sketch of the vacation rental floor plan (may be hand-drawn) including but not limited to the square footage, number of bedrooms, bathrooms, kitchen, pool, etc.
- Attach a detailed site plan indicating the property lines, building, number and location of parking spaces legally available for occupants of the vacation rental, excluding public parking spaces.
- Attach a copy of the valid annual vacation rental inspection report as required by Section 21-363(f) of Bal Harbour Village Code of Ordinances.
- Attach the executed Vacation Rental Certificate Property Owner's Affidavit **(attached)**
- Attach a copy of the written agreement between owner and occupant(s) acknowledging all of the following:
 - o The name of all persons who will be occupying the unit; and
 - o The license tag numbers for all vehicles that the occupant(s) will be parking at the unit, with a total number not to exceed the number of legal parking spaces at the unit, as designated on the rental certificate; and
 - o The occupant(s) agreement to abide by all the requirements of Section 21-363 of the Bal Harbour Village Code; and
 - o Acknowledgement that the occupant(s) rights under the agreement may not be transferred or assigned to anyone else; and
 - o The occupant(s) acknowledgment and agreement that violation of the agreement or Section 21-363 of the Bal Harbour Village Code may result in immediate termination of the agreement and eviction from the vacation rental unit by the owner or resident agent, and potential liability for payment of fines levied by the Village.

Signature of the applicant (owner/agent) grants authorization to Bal Harbour Staff to inspect the premises of the vacation rental unit annually pursuant to 21-363(f) and as necessary concerning compliance with Bal Harbour Village Code Chapter 21. I understand that if I do not comply with any of the requirements of the Village Code of Ordinances including those of Section 21-363 related to vacation rentals, that the Code Enforcement Department will be notified of the situation for their consideration.

Print Name of Owner/Agent

Signature of Owner/Agent

STATE OF _____ COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,

20_____, by _____ who is personally known or who has produced
_____ as identification.

Notary Signature _____

VACATION RENTAL CERTIFICATE OWNERS AFFIDAVIT

OWNER:

NAME: _____

VACATION RENTAL PROPERTY ADDRESS: _____

I am the owner of the property located at the above described address.

I have received a copy of Section 21-363 of the Bal Harbour Village Code and have reviewed it and understand its requirements.

I do hereby agree to use my best efforts to assure that the vacation rental use of this dwelling unit shall not disrupt the residential character of the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their residences.

I understand that if I, my vacation rental agent, or the occupants of my vacation rental unit, do not comply with any of the requirements of the Village Code of Ordinances including those of Section 21-363 related to vacation rentals, that the Code Enforcement Department will be notified of the situation for their consideration, and that I am responsible for all violations on my property.

I have read and examined the completed application for use of the above described property as a vacation rental unit and know that same is true and correct.

Applicant's Signature _____ Date _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____

by _____ who is personally known or who has

produced _____ as identification.

Notary Signature

To be completed by Bal Harbour Village

1. Check Receipt Number _____

Date _____

APPROVED FOR ISSUANCE OF PERMIT

_____ Date