



# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

*Life's Just Better Here*

### Vacation Rental Registration Application

Application Submittal Date \_\_\_\_\_

- New Application
- Renewal Application

**Background:** Article XIII. – 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, as amended.

**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	
<b>NEW</b> Vacation Rental Registration Fee (includes the first inspections) <b>Fee is due at time of submittal</b>	\$500.00
<b>ANNUAL RENEWAL</b> Registration Fee (Renewal requirements 1. Updated, signed and notarized original Vacation Rental Registration Application; 2. Fee of \$300.00; and 3. Verification of paid City of Wilton Manors, Local Business Tax license) <b>Fee is due at time of submittal</b>	\$300.00
Safety Inspection, Re-Inspection and No-Show Inspection	Minimum fee of \$50.00 plus inspector(s) fee based on re-inspection requirements and no-show as follows: a. Fire Marshal \$60.00 b. Code Compliance \$35.00
Late Registration Payment Fee	\$137.50

**ALL registrations shall expire on September 30<sup>th</sup> of each year**

**This packet includes the following documents:**

1. Vacation Rental Certificate of Compliance Application which includes the Affidavit of Compliance
2. Resources / Agency Contact Information

**Property Owner Contact Information**

Name \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_  
Is the property owner the 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 be a natural person who resides 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 \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_  
Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_  
Number of Parking Spaces in Garage and off-street \_\_\_\_\_  
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
Completed, signed, and notarized original Vacation Rental Application which includes the Vacation Rental Affidavit of Compliance		
Verify the Responsible Party is a natural person who resides within Broward County		
Proof of registration with Florida Department of Business and Professional Regulation (DBPR) for a transient public lodging establishment		
Proof of registration with Broward County - Business Tax Receipt		
Print out of Broward County Property Appraiser's (BCPA) Property Information Sheet and / or proof of owner's current ownership of the property		
Completed and signed original City of Wilton Manors - Business Tax Receipt Application and Fee If submitted between October 1 to March 31 the fee is \$87.50 If submitting between April 1 to September 30 the fee is \$43.75 <b>Fee must be paid at time of submittal</b>		
Vacation Rental Registration Fee <b>NEW</b> Vacation Rental Registration Fee is \$500.00 <b>RENEWAL</b> Vacation Rental Registration Fee is \$300.00 <b>Fee must be paid at time of submittal</b> <u><b>ALL registrations shall expire on September 30<sup>th</sup> of each year</b></u>		

To obtain the above information, please see page 8 of this application.

Signature of the property owner grants authorization to the City of Wilton Manors, and its agents and employees, 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 the 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 have read and examined this application and 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 \_\_\_\_\_ (property address) within the City of Wilton Manors, Florida.
- B. I am, on the date this Affidavit is signed by me, the Responsible Party for the residence located at \_\_\_\_\_ (property address) within the City of Wilton Manors, Florida.
- C. On \_\_\_\_\_ (date) 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 provisions of Chapter 10, Article XIII of the City of Wilton Manors Code of Ordinances and other applicable local, state, and federal laws, regulations, 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; and Department of Business and Professional Regulation (DBPR) 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 residence.
- 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. The maximum number of transient occupants authorized to stay overnight at any vacation rental shall be limited to two (2) persons per sleeping room as defined under the Florida Building Code, plus two (2) additional persons that may sleep in a common area; or
  - b. The maximum number of persons allowed to gather at a vacation rental shall not exceed one and one-half (1 ½) times the maximum occupants as shown on the certificate of compliance, and in no event shall a gathering exceed 20 persons on any given property.

6. **Responsible Party:** Shall 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 residence; 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 the Building Official's designee and the Code of Ordinances of the City of Wilton Manors, Florida, as determined by the Director of Community Development Services or the Director's designee; see that the provisions of applicable City of Wilton Manors ordinances are complied with and promptly address any violations of applicable City of Wilton Manors ordinances 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 designee must be provided written notice of any changes of the Responsible Party within fifteen (15) days of such change. The Responsible Party must be available to address and coordinate solutions to problems with the property twenty-four (24) hours a day, seven (7) days a week. The Responsible Party is a natural person who resides within Broward County and is 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 shall be removed from curbside no later than midnight the day of pickup.
12. **Video and Audio Surveillance:** If video and / or audio surveillance systems are used, notice shall be posted at minimum on the wall inside the front door. Video and / or audio surveillance systems are prohibited in areas of a rental where one would reasonably expect there to be privacy. These areas include, but are not limited to, bedrooms, bathrooms, closets, and showers.
13. **Minimum Vacation Rental Lessee 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 standards of the Residential Swimming Pool Safety Act, Chapter 515, Florida Statutes, as amended. All fences surrounding pools, spas, or other bodies of water, must have gates that are self-closing / self-latching, and all gates shall remain closed when not in use.
    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. A 10 year lithium battery smoke alarm may be used in lieu of a hardwired smoke alarm. Smoke alarms shall be installed in all sleeping rooms and one of every level of the dwelling per NFPA 1-24.3.4.1.1.
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.
5. **Emergency contact / responsible party placard.** An emergency contact / responsible party placard shall be mounted on the wall inside the front door. Information on the emergency contact / responsible party placard shall include, but not limited to, the name of the emergency contact person / responsible party and a telephone number that is accessible 24 hours a day 7 days a week.
6. **Public safety contact placard.** A placard containing the City's Police and Fire Department names, and their emergency and non-emergency phone numbers shall be mounted on the wall inside the front door.

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 law, ordinance, code, rule, regulation 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

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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
Florida Department of Business and Professional Regulation (DBPR) for a Transient Public Lodging Establishment	<a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a>
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, FL 33301 (954) 831-4000 <a href="http://www.broward.county-taxes.com/btexpress">www.broward.county-taxes.com/btexpress</a>
Broward County Property Appraiser (BCPA) Property Information Sheet	<a href="http://www.bcpa.net">www.bcpa.net</a> Click "Property Search"
City of Wilton Manors – Completed and signed original Business Tax Receipt Application and Fee If submitted between October 1 to March 31 the fee is \$87.50 If submitting between April 1 to September 30 the fee is \$43.75 <b>Fee must be paid at time of submittal</b>	Community Development Services Department, LeeAnn Archacki Hours: 7am to 6pm Monday through Thursday 954-390-2180 <a href="http://www.wiltonmanors.com">www.wiltonmanors.com</a> Hoover over "About the City" and Click "Community Development Services" Click "Local Business Tax Receipt"
City of Wilton Manors – Completed, signed and notarized original Vacation Rental Registration Application <b>NEW</b> Vacation Rental Registration Fee is \$500.00 <b>RENEWAL</b> Vacation Rental Registration Fee is \$300.00 <b>Fee must be paid at time of submittal</b> <b><u>ALL registrations shall expire on September 30<sup>th</sup> of each year</u></b>	Community Development Services Department, LeeAnn Archacki Hours: 7am to 6pm Monday through Thursday 954-390-2180 <a href="http://www.wiltonmanors.com">www.wiltonmanors.com</a> Hoover over "About the City" and Click "Community Development Services" Click "Vacation Rental License"