



Life's Just Better Here

Vacation Rental Registration Application

Application Submittal Date _____

New 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 single-family, two-family, three-family, or four-family house or dwelling unit that is also a transient public lodging establishment but that is not a timeshare project, as defined in Section 509.242(g) Florida Statutes, as amended.

Vacation Rental Fee Schedule	
NEW Vacation Rental Registration Fee (includes the first inspections) Fee is due at time of submittal and is non-refundable.	\$375.00
ANNUAL RENEWAL Registration Fee Renewal requirements will be provided in the renewal notice. Fee is due at time of submittal and is non-refundable.	\$350.00
Safety Inspection, Re-Inspection and No-Show Inspection	\$150.00
Late Registration Payment Fee	\$100.00
Change in Responsible Party	\$125.00

ALL registrations shall expire on September 30th 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 corporation, business, the property owner or the person or company designated by the owner of the property to be called upon to answer for the maintenance of the property and the conduct and acts of occupants of residential parties. 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 in person within sixty (60) minutes of notification from including, but not limited to, the Chief of Police or designee, Director of Community Development Services or designee, Director of Emergency Management / Utilities or designee, Police Officer, Police Service Ade, Code Compliance officer and / or emergency personal, of issues related to the vacation rental.

Vacation Rental 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 _____

Other Property Information within the City of Wilton Manors

The legal description of all other property owned by the property owner of the vacation rental located within the City of Wilton Manors (i.e., address, lot, folio number, block and subdivision name)

Address _____

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

Address _____

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

Address _____

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

Vacation Rental Maximum Number of Occupants

Indicate the maximum number of occupants the Vacation Rental will have both overnight and at all times other than overnight.

Maximum number of occupants the Vacation Rental will have overnight _____

Note: Maximum occupancy. The maximum number of 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.

Maximum number of occupants the Vacation Rental will have at all times other than overnight _____

Note: Maximum gathering. The maximum number of persons allowed to gather at a vacation rental shall not exceed one and one-half (1 1/2) times the maximum occupants as shown on the certificate of compliance for the vacation rental license.

Documents Required to be Submitted with Application	Yes	No
City of Wilton Manors – Apply online for a City of Wilton Manors – Vacation Rental Certificate of Compliance. Then complete, sign, and notarize the Vacation Rental application which includes the Vacation Rental Affidavit of Compliance and Acknowledgment indicating the maximum number of occupants the Vacation Rental will have both overnight and at all times other than overnight and upload to the online portal. NEW Vacation Rental Registration Fee is \$375.00 RENEWAL Vacation Rental Registration Fee is \$350.00 Fee must be paid at time of submittal an is non-refundable.		
Proof of registration with Florida Department of Business and Professional Regulation (DBPR) for a transient public lodging establishment upload to the online portal.		
Proof of registration with Broward County - Business Tax Receipt upload to the online portal.		
Proof of ownership - Broward County Property Appraiser's (BCPA) Property Information Sheet and / or proof of owner's current ownership of the property upload to the online portal.		
Interior building sketch by floor - A building sketch (may be hand drawn) by floor shall be provided, showing a floor layout and demonstrating compliance with the standards and requirements set forth in this Article. The sketch provided shall be drawn to scale, and shall show and identify all bedrooms, other rooms, bathrooms, exists, hallways, stairways, smoke and carbon monoxide detectors, fire extinguishers and exit signage/lighting upload to the online portal.		
Exterior site sketch - A sketch showing an identifying all structures, pools, spas, hot tubs, fencing and other uses, including the number and the location of all on-site parking spaces for the vacation rental upload to the online portal.		
City of Wilton Manors – Apply online for a City of Wilton Manors – Business Tax Receipt. Then completed and sign the Business Tax application and upload to the online portal. 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 Fee must be paid at time of submittal an is non-refundable.		

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

ALL registrations shall expire on September 30th of each year.

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. The registration fee is non-refundable.

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:

The following standards shall govern the use of any vacation rental as a permitted use:

- (1) Minimum life/safety requirements.
 - a. 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, F.S. ch. 515. 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.
 - b. Sleeping rooms. All sleeping rooms shall meet the minimum requirements of the Florida Building Code.
 - c. Smoke and carbon monoxide (CO) detection and notification system. A smoke and carbon monoxide (CO) detection and notification system within the vacation rental unit interconnected, hard-wired, and receiving primary power from the building wiring. The smoke and carbon monoxide (CO) detection and notification system shall be installed and continually maintained consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code – Residential. Any smoke alarm required by this subsection shall meet all standards for new construction that may be contained within the Florida Building Code and/or Florida Fire Prevention Code.
 - d. 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.
 - e. 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 be limited to, the name of the emergency contact person/responsible party and a telephone number that is accessible twenty-four (24) hours a day seven (7) days a week.
 - f. 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.
 - g. Local telephone service. At least one (1) landline telephone or a phone line that has an account registered to the address of the vacation rental property and or transient public lodging establishment, with the ability to call 911 shall be available in the main common area in the vacation rental. The vacation rental address shall be posted predominantly next to the telephone.
- (2) Maximum occupancy.

The maximum number of 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.
- (3) Maximum gathering. The maximum number of persons allowed to gather at a vacation rental shall not exceed one and one-half (1½) times the maximum occupants as shown on the certificate of compliance for the vacation rental license.

- (4) Solid waste handling and containment. 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.
 - a. A placard providing notice of the location of the trash storage containers and rules for collection shall be mounted on the wall inside the front door.
 - b. Signage shall be mounted on the solid waste handling containers indicating the hours and day for pickup.
- (5) Minimum vacation rental/lease agreement wording. The vacation rental/lease agreement shall contain the minimum information as provided for in Section 10-116.
- (6) Minimum vacation rental lessee information. The vacation rental lessee shall be provided with a copy of the information required in Section 10-116.
- (7) Designation of a vacation rental responsible party capable of meeting the duties provided in Section 10-113.
- (8) Upon a finding by the Special Magistrate of the first violation of the City's Noise Ordinance, Chapter 21 of the City of Wilton Manors Code of Ordinances, the vacation rental owner and/or responsible party shall install and maintain a properly functioning noise level detection device or system that automatically alerts the responsible party, in real time, to noise emanating from the vacation rental. If the noise level detection device or system has a feature to notify the occupant, this feature shall be enabled. All data produced by this noise level detection device shall be retained for a period of ninety (90) days and which shall be open to inspection to the Chief of Police or designee and the Director of Community Development Services or designee, as provided for by law.
 - a. A statement advising the occupant that the volume of noise generated at the vacation rental is limited by the City's Noise Ordinance, Chapter 21 of the City of Wilton Manors Code of Ordinances, is being actively monitored by the responsible party and shall be actively monitored by the occupants. A placard providing notice of the noise regulations shall be mounted on the wall inside the front door.
 - b. Upon receipt of any and all alerts associated with a noise level above and in violation of Chapter 21 of the City of Wilton Manors Code of Ordinances, the responsible party shall, at a minimum, contact the registered guest via telephone and notify them of the violation, and mandate compliance with the City's noise regulations. The responsible party shall, respond without delay, within sixty (60) minutes, conduct a site visit inspection and notify the registered guest in person of the violation, and the need for immediate and sustained compliance with Chapter 21 of the City of Wilton Manors Code of Ordinances. Voicemail messages, text messages, electronic mail and other forms of non-person to person communication do not constitute proper notice.
- (9) Advertising. Any advertising of the vacation rental unit shall conform to information included in the vacation rental certificate of compliance and the property's approval, particularly as this pertains to maximum occupancy. The advertising, advertisement or promotion of a vacation rental for one (1) or more days shall constitute prima facie evidence of a vacation rental operation, and the requirements of this Article shall apply. A vacation rental license shall be obtained prior to any advertising, advertisement or promotion of a vacation rental.
- (10) Sexual offenders and sexual predators. 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 Section 12-10 of this Code, 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 playground or other place where children regularly congregate as described in article II, Chapter 12 of the Code of Ordinances.
- (11) Posting of certificate of compliance. The certificate of compliance shall be posted on the back of or next to the main entrance door and shall include at a minimum the name, address and phone number of the responsible party.
- (12) Other standards. Any other standards contained with the Code of Ordinances and the Unified Land Development Regulations of the City of Wilton Manors to include, but not be limited to: Noise, setbacks, stormwater and similar provisions.
- (13) 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.
- (14) Parking. Occupants and visitors to the vacation rental shall comply with all relevant parking regulations in Chapter 19 of The City of Wilton Manors Code of Ordinances and other sections of the City of Wilton Manors Code of Ordinances. In addition, occupants and visitors shall park motor vehicles only on-site on hard surface where the property is designated to accommodate on-site parking. Off-site parking is prohibited. Notice of the parking locations allowed and other requirements shall be posted inside the vacation rental. Violations of this Article may be enforced per individual vehicle violating this Article. No occupant or visitor to a Vacation Rental or transient public lodging establishment shall park on the swale area or any unpaved right-of-way adjacent to a paved street, which swale area or unpaved right-of-way abuts the property of another single-family dwelling, without the consent of a person entitled to the possession and use of the

property abutting the swale area or unpaved right-of-way. No occupant or visitor to a vacation rental or transient public lodging establishment shall park on the street.

- (15) Maintain a current and fully executed agreement with the City of Wilton Manors authorizing police officers of the City of Wilton Manors Police Department to issue trespass warnings on behalf of the property owner.
- (16) All vehicles associated with the vacation rental shall be parked on an off-street hardened surface, as defined in Chapter 19 of the City of Wilton Manors Code of Ordinances, and no more than one (1) vehicle per bedroom is permitted.
- (17) The property owner shall confirm that all occupants of a vacation rental pursuant to Chapter 10, Article XIII of the City Of Wilton Manors Code of Ordinances, is not prohibited by the City's sexual offender and predator residency prohibitions set forth in Sections 12-7 through 12-10 of the City's Code of Ordinances.
- (18) The phone number for the responsible party must be answered twenty-four (24) hours a day, seven (7) days a week by the responsible party.
- (19) Other properties the property owner owns are not jointly shared commodities and shall not be used by transient occupants of the property subject to the licensed vacation rental.
- (20) At least one person 21 years of age or older must be listed on the rental contract and is required to occupy the vacation rental for the duration of the rental contract.
- (21) The vacation rental lease shall identify all occupants by name.

I hereby acknowledge the following:

- a. That all vehicles associated with the vacation rental must be parked on hard surface off-street parking, as defined in Chapter 19 of the Code of Ordinances, provided on the property, and no more than one (1) vehicle per bedroom in the vacation rental shall be permitted;
- b. That 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;
- c. That 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;
- d. That prior to permitting occupancy by a transient occupant, the owner shall confirm that such occupancy is not prohibited by the City's sexual offender and predator residency prohibitions set forth in Sections 12-7 through 12-10 of the City's Code of Ordinances;
- e. That 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;
- f. That upon a finding by the Special Magistrate of the first violation of the City's Noise Ordinance, Chapter 21 of the City of Wilton Manors Code of Ordinances, the vacation rental owner and/or responsible party shall install and maintain a properly functioning noise level detection device or system that automatically alerts the responsible party, in real time, to noise emanating from the vacation rental. If the noise level detection device or system has a feature to notify the occupant, this feature shall be enabled. All data produced by this noise level detection device shall be retained for a period of ninety (90) days and which shall be open to inspection to the Chief of Police or designee and the Director of Community Development Services or designee, as provided for by law.
- g. That the owner shall comply with all applicable city, county, state and federal laws, rules, regulations, ordinances and statutes;
- h. That 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 container shall be removed before midnight of the day of pickup;
- i. That whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance of a property, or, having been authorized, licensed, or invited, is warned by the owner or lessee, to depart the property and refuses to do so, commits the offense of trespass in a structure or conveyance;
- j. That other properties are not jointly shared commodities and should not be considered available for use by transient occupants of the property subject of the application;
- k. That at least one person 21 years of age or older, shall be required to be listed on the rental contract and is required to occupy the vacation rental for the duration of the rental contract;
- l. That each lease of the property shall identify all occupants by name and shall include a copy of Chapter 10, Article XIII of the Code of Ordinances as an attachment;
- m. That the property is in compliance with all applicable codes and a vacation rental license shall not be issued on a property with open violations; and
- n. The following placards shall be mounted on the wall inside the front door:
 1. Solid waste handling and containment;
 2. Emergency contact / responsible party; and
 3. Public safety contact.

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 by means of physical presence or online notarization, the undersigned Notary Public of the state of Florida, 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 by means of physical presence or online notarization, 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
Florida Department of Business and Professional Regulation (DBPR) for a Transient Public Lodging Establishment	www.myfloridalicense.com
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 www.broward.county-taxes.com/btexpress
Broward County Property Appraiser (BCPA) Property Information Sheet	www.bcpa.net Click "Property Search"
<p>City of Wilton Manors – <u>Apply online for a City of Wilton Manors – Business Tax Receipt then completed, sign and uploaded the City of Wilton Manors - Business Tax Receipt Application to the online portal and pay the fee online</u> If submitted between October 1 to March 31 the fee is \$87.50 Completed and signed 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</p> <p>Fee must be paid at time of submittal</p>	<p>Community Development Services Department, LeeAnn Archacki Hours: 7am to 6pm Monday through Thursday 954-390-2180 www.wiltonmanors.gov Instructions enclosed in the Vacation Rental Certificate of Completion application</p>
<p>City of Wilton Manors – <u>Apply online for a City of Wilton Manors – Vacation Rental Certificate of Compliance then completed, sign and uploaded the City of Wilton Manors – Vacation Rental Certificate of Compliance Application to the online portal and pay the fee online</u> Completed, signed and notarized Vacation Rental Registration Application NEW Vacation Rental Registration Fee is \$375.00 RENEWAL Vacation Rental Registration Fee is \$350.00 Fee must be paid at time of submittal</p> <p><u>ALL registrations shall expire on September 30th of each year</u></p>	<p>Community Development Services Department, LeeAnn Archacki Hours: 7am to 6pm Monday through Thursday 954-390-2180 www.wiltonmanors.gov Instructions enclosed in the Vacation Rental Certificate of Completion application</p>