VACATION RENTAL REGISTRATION FORM

REGISTRATION CHECKLIST:

- ☐ **Completed** application, notarized, and signed by property owner, property manager or authorized agent.
- ☐ Registration Fee
- ☐ DBPR Transient Public Lodging Establishment license
- ☐ Evidence of Vacation rental current and active account with Broward County Tax Collector/Proof of Tourism Development taxes (TDT)
- ☐ Submit Coral Springs Business Tax Application
- ☐ Survey of the property
- ☐ City Pre-approved floor plan
- ☐ Fully executed barring agreement

Submission of an incomplete application form shall result in rejection of the application.

VACATION RENTAL FEE SCHEDULE **fee dues with application*	
Vacation Rental Initial Registration and Fee	**$610.00***
Registration Renewal (with affidavit in lieu of inspection)	$126.00
Registration Renewal (with re-inspection by Code Compliance)	$315.52
Vacation Rental Modification	**$123.32***
Business Tax Application	**$160.80***

VACATION RENTAL INSPECTION FEE SCHEDULE **fee dues with application*	
Building Inspections Electrical	**$145.00***
Building Inspection Structural	**$145.00***
Fire Inspection under 3000 sq ft *(Billed Separately after inspection)*	$168.24
Fire Inspection over 3000 sq ft *(Billed Separately after inspection)*	$394.41
Vacation rental reinspection fee (due to non-compliance or violation of Section 250101660)	$244.00

PROPERTY INFORMATION

Rental Property Address: _____

Name of Community/Complex: _____

Name and Address of Association: _____

Broward County Folio: 4841-_____-_____ Number of Buildings Registering: _____ Gross square footage: _____

Number of bedrooms: ____ Number of bathrooms: _____ Number of off-street parking spaces: _____

Dwelling Type: ◯Single Family ◯Duplex ◯Triplex ◯Four-plex ◯Townhouse ◯Condominium ◯Other Property

Owner Name: _____

If property owner is corporation, LLC, partnership or other entity, state of incorporation: _____

Property Owner Mailing Address: _____

City:_____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____ Email: _____

IF THE OWNER RESIDES OUT OF THE TRI-COUNTY AREA (BROWARD, MIAMI-DADE, OR PALM BEACH COUNTIES) THEY SHALL DESIGNATE A LOCAL PROPERTY MANAGER/AGENT THAT MAY BE THE FIRST POINT OF CONTACT AS IT RELATES TO THE PROPERTY.

Name of Property Manager or Agent: _____

Address of Property Manager or Agent: _____ Phone #: _____

24 Hour Emergency Contact #: _____ Email:_____

By initialing below, I acknowledge and agree that I have reviewed section 250160 of the Land Development Code related to Vacation Rental Registration and acknowledge that I will do the following:

1. ____ 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.

2. ____ Maintain minimum safety and operational requirements are in compliance with Chapter 515, Florida Statutes.

3. ____ An application for the modification of a vacation rental registration is required for changes in gross square footage, number of bedrooms, maximum occupancy, number of parking spaces or location of parking spaces and submitted within ten (10) days of completion.

4. ____If the property is sold or transferred to a new owner, I will notify the new owner of the requirements of section 250160 of the City's Land Development Code and advise the new owner that a new registration is required to be submitted within ten (10) days of the change in ownership.

5. ____ Should any information included with this registration change subsequent to the initial filing, I will update the information within ten (10) calendar days.

6. ____ At least one (1) landline telephone or voice over internet protocol (VoIP) with the ability to call 911 shall be available in the main level common area in the Vacation Rental.

7. ____ Rental Address, Number of Rooms, and Maximum Occupancy must be predominantly posted next to landline telephone.

8. Fire extinguisher. A portable, multi-purpose dry chemical 2A:IOB:C extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each 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.

9. The maximum number of registered transient occupants authorized to stay overnight at any vacation rental shall be limited to two (2) persons per sleeping room. The maximum number of registered transient occupants shall not exceed sixteen {16) in accordance with the foregoing maximum overnight occupancy calculation. The number of sleeping rooms shall be confirmed by inspection by a representative of the City.

10. ____Whole unit rental required. Vacation rentals shall be rented as a whole to a transient occupant. In no event may a sleeping room be offered for rent or rented individually.

11. ____No more than three (3) unregistered occupants may be present, in, or upon the vacation rental at any given time and no unregistered occupants may remain on the property from 10:00 P.M. until 6:00 AM Sunday through Thursday or 11:00 pm through 6:00 am Friday and Saturday.

12. ____ All vehicles associated with the vacation rental must be parked within a driveway located on the subject property and in compliance with the Code.

13. ____ Noise Control. Each Vacation Rental shall contain a noise sensing device with the capability of notifying the Responsible Party when the noise level from the Vacation Rental exceeds the allowable limits of the Code Chapter 11. The responsible party shall notify the registered occupant of the vacation rental if noise levels exceed allowable limits.

14. ____That the phone number for the responsible party will be answered twenty-four (24) hours a day, seven (7) days a week by the responsible party.

15. ____That no solid waste container shall be located at the curb for pickup before 7:00 p.m. of the day prior to pick up and solid waste container shall be removed before 7:00 p.m. the day of pick up.

16. ____ That whoever, without being authorized, licensed, or invited, willfully enters, or remains in any structure or conveyance of the 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.

17. ____ That other properties are not jointly shared commodities and should not be considered available for use by the transient occupants of the property subject to the application .

18. ____That the owner shall comply with all applicable city, county, state and federal laws, rules, regulations, ordinances, and statutes.

By signing below, I acknowledge the property shall not be advertised or rented until a Certificate of Compliance is obtained. I further acknowledge that I have carefully reviewed this application and all facts, figures, and statements contained in this application are true, correct, and complete. I understand that failure to comply with the City's Ordinances may result in the issuance of a citation or a notice of violation/notice of hearing that may require a hearing before a special magistrate and could result in administrative fines being imposed.

I have read this application and I hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of Owner: _____ Date: _____

Title/Capacity in relation to property :_____

Please submit completed documents to: City of Coral Springs, Business Tax Office, 9500 W. Sample Road, Coral Springs, FL 33065

Name	Title	Owner signature & date

STATE OF FLORIDA, COUNTY OF BROWARD

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

by _____ who is personally known or produced _____

Notary seal

_____
Notary public signature