



TOWN OF SURFSIDE
 9293 Harding Avenue, Surfside, Florida 33154
 Phone: (305) 861-4863 Fax: (305) 861-1302

**SHORT-TERM RENTAL REGISTRATION
 FORM**

Registration required: A registration is required for each rental period for which the single-family, two-family, multi-family, and/or townhouse dwelling unit is rented. This includes any portion of the dwelling unit or the entire dwelling unit. No more than three (3) registrations shall be issued within a 12-month period. Every person required to procure a registration under this Section shall submit a formal application to the Code Compliance Department at codecompliance@townofsurfsidefl.gov. (Town Code, Sec. 90-41.1(a)(3)).

Registration Fee: \$100.00 (due at the time of submission of this registration form).

Payment of resort tax required: Property owners are subject to payment of the resort taxes as established by the laws of the Town of Surfside. (Town Code, sec. 90-41.1(c)(1)). A resort tax of four percent (4%) of the total rental amount charged must be paid to the Town of Surfside for each seasonal rental period. (Town Code, Sec. 70-109).

Effective on March 1, 2017, if you rent your property through Airbnb, Inc., the platform will remit the four percent (4%) Resort Tax directly to the Town of Surfside on your behalf.

=====

Address of Property Being Rented: _____ Unit/Apt. # _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Daytime Phone Number: _____

Property Owner's E-mail: _____

Name of Emergency Contact/Rental Agent: _____

24- Hour Phone Number of Emergency Contact: _____

=====

Name(s) of Seasonal Renter(s): _____

Rental Time Period: Starting Date: _____ to Ending Date: _____

=====

Total amount being charged for the Rental Time Period: \$ _____

Resort Tax amount due for Rental Time Period (4% of line above): \$ _____

Was this rental period listed and booked via the Air BNB website? [] Yes [] No

Acknowledgments: The Property Owner does hereby affirm, acknowledge and agree to abide by the following:

- **The Property Owner understands that no more than three (3) registrations shall be allowed within a 12-month time period.**
- **The Property Owner understands that a short-term rental registration is required for, is issued, and shall be valid for each rental period.**
- **The Property Owner is subject to payment of the resort taxes as established by the laws of the Town of Surfside.**
- The Property Owner acknowledges receipt of the Town's Short-Term Rental Sanitation, Safety, and General Rental Standards.
- The Property Owner shall be responsible for all code violations arising out of this property's rental, including but not limited to any sub-lease agreements.
- The Property Owner understands that he/she is subject to the fines outlined in the schedule of fines adopted by resolution for any violations of the Short-Term Rental Ordinance.
- No registration issued under this article shall be transferred or assigned, or used by any person other than the one to whom it is issued or at any location other than the one for which it is issued.
- That all vehicles must be parked in the driveway of the single-family, two-family, multi-family, and/or townhouse dwelling unit.
- That it is unlawful to allow or make any noise or sound exceeding the limits set forth in the Town's Noise Ordinance.
- That no garbage container shall be located at the curb for pickup before noon of the day before pickup, and the garbage container shall be removed before midnight of the day of pickup.
- That whoever, without being authorized, licensed or invited, willfully enters or remains in any structure or conveyance of a single-family, two-family, multi-family, or townhouse dwelling unit, or having authorized, licensed, or invited is warned by the owner or lessee, to depart the unit and refuses to do so, commits the offense of trespass in a structure or conveyance.

I, _____, as Property Owner or Rental Agent for the above noted property being rented, do hereby swear or affirm that the foregoing information is true and correct to the best of my knowledge, and that I have read, understand and agree to abide by the aforementioned Acknowledgements.

Property Owner/Rental Agent Signature

Date

Sworn to and subscribed before me this day of _____, 20__, by _____, who is personally know to me or who produced identification: _____

(Seal Below)

Notary Public, State of _____

=====
Office Use Only:

Date Received: _____ Received by: _____

Amount Received: \$ _____ via:

Cash Check Money Order Credit/Debit Card

Registration: \$ _____ Resort Tax: \$ _____

Town of Surfside

Short-Term Rental Sanitation, Safety & General Rental Standards

Sanitation

- Halls, entrances, hall/stair runners and stairways shall be clean, ventilated, and well lighted day and night.
- Kitchen appliances and refrigeration equipment shall be kept clean, free from odors and in good repair.
- If dishes and glassware are provided, they must be sanitized between guests. Proper ware washing requires a three-component sink or commercial dish machine, OR the property owner/rental agent must post a notice in the kitchen that informs guests that the dishes and glassware have not been sanitized according to the public food service establishment standards.
- Toxic items must be properly stored and labeled.
- Potable water shall be supplied and adequate sanitary facilities (showers, hand wash sinks, and toilets) must be connected to approved plumbing.
- Water from non-public systems (wells) shall be sampled and tested at least annually and as required by state water quality regulations. The most recent water sample report for the non-public water system shall be available upon request.
- The kitchen sink is required to have hot and cold running water under pressure.
- Ice making machines must use water from an approved source and shall be constructed, located, installed, operated and maintained to prevent contamination of the ice.
- Dwelling units must be kept free from vermin and insects.
- If provided, bedding and linens, sheets, pillowcases and all bedding items (mattresses, comforters and pillows) must be kept clean and in good condition.
- Soap must be available either individually wrapped or from a dispenser.
- Ice buckets shall be cleaned and sanitized between each guest or be provided with a sanitary single-service food-grade liner that is changed daily.

Safety

- A Type 2ABC Classification fire extinguisher, minimum five-pound size, that has been inspected and tagged by a state licensed fire extinguisher inspection company, shall be placed in the kitchen. The fire extinguisher must be properly charged and accessible.
- Smoke detectors are required inside of each bedroom and in hallway leading to bedrooms.

Specialized smoke alarms for the hearing impaired shall be available upon request without charge.

- All bedrooms shall have emergency escape windows, and burglar bars are not permitted on bedroom windows.
- Electrical wiring must be in good repair.
- Heating and ventilation must be kept in good repair or installed to maintain a minimum of 68 degrees Fahrenheit throughout the dwelling.
- Railings shall be installed on all stairways and around all porches and steps.
- High hazard areas, such as laundry rooms and boiler rooms, shall be kept clean and free from debris and flammables.
- At least one (1) approved locking device is required that cannot be opened by a non-master guest room key on all outside and connecting doors.
- No double deadbolts can be used on entry and exit doors, and entry and exit doors must have a door knob.
- All dwellings must meet all local fire authority standards.

General Rental Standards

- Dwelling units may not be overcrowded by occupants, and no rooms other than a habitable room shall be used for living, eating, sleeping or cooking.
- For condominium building with interior hallways, an escape route diagram showing the location of stairwells shall be posted on or near the main exit door of the dwelling.
- If provided, baby cribs must meet safety standards established by the Consumer Products Safety Commission.