



Town of Highland Beach
3614 South Ocean Blvd; Highland Beach, FL 33487
Phone: (561) 278-4540; Fax: (561) 278-2606

Vacation Rental Registration Form

The registration of a vacation rental from the Town of Highland Beach does not exempt the applicant from obtaining the appropriate documentation and/or licenses from the Florida Department of Business and Professional Regulation, Florida Department of Revenue and Palm Beach County Tax Collector or any other county or state required permits. A Vacation Rental cannot operate without the Town's approval and a separate registration form is required for each Vacation Rental unit.

If a property is located within a condominium or is subject to a property owner's association or homeowner's association or the like, it is the applicant's responsibility to verify that short-term rentals/vacation rentals are allowed within the community.

Before submitting your registration to the Town, you must obtain the following documentation.

Section I Type of Registration

New Registration

Biennial Renewal

Section II Property Owner Information and Vacation Rental Location

Owner Name: _____ Phone: _____

Address: _____

Email: _____

Registered Agent Name (if applicable): _____

Registered Agent Phone: _____

Registered Agent Email: _____

Section III Responsible Party Information (provide 24hr contact details)

Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the duties required by the Town Code.

Name: _____

Address: _____

24hr Phone: _____ Alternate Phone: _____

Email: _____

Section IV Required Documentation

Before submitting your registration to the Town, you must obtain the following documentation.

Note: Please initial each item below to confirm your acknowledgement and compliance:

Attach the following with this application:

- _____ Attach Application Fee (All fees are Payable to the Town of Highland Beach.)
- _____ Copy of the Florida Department of Business and Professional Regulation License as a transient public lodging establishment/vacation rental;
- _____ Copy of the Vacation Rental's current and active Certificate of Registration with the Florida Department of Revenue for the purpose of collecting and remitting sales taxes, transient rental taxes and any other taxes required by law to be remitted, as applicable;
- _____ Proof of the establishment of an account with the Palm Beach County Tax Collector for the payment of tourist development taxes or that payment is arranged through a third party;
- _____ Copies of the postings required by Section VI of this application; and
- _____ Copy of a sample lease agreement.

Section V Vacation Rental Standards

Inspection by the Town to verify compliance with the requirements of Chapter 34, "Regulation of Vacation Rental Units" is required subsequent to the initial registration. Non-compliance with the requirements of this division discovered during any inspection shall be treated as a violation of the Town Code and be processed in accordance with the Code.

Note: Please initial each item below to confirm your acknowledgement and compliance:

All vacation rental units, whether single-family homes, duplexes, condominium units, three (3) or four (4) unit complexes, or multiple family complexes, must meet the minimum standards for habitable structures set forth in the Florida Building Code, the Florida Fire Code, the Florida Life Safety Code; and the zoning code of the Town of Highland Beach.

Minimum standards and requirements

- _____ *Swimming pool, spa, and hot tub safety.* An in-ground or above-ground swimming pool, spa, or hot tub offered or made available as an amenity at a vacation rental unit shall comply with current standards of the Residential Swimming Pool Safety Act, F.S. ch. 515. The property owner or rental agent shall cause the swimming pool drain system, any underwater lighting system, and the electrical pump system of such swimming pools, spas, and hot tubs to be inspected annually by an appropriately licensed technician. Proof of such inspection within the previous twelve (12) months from the date of the request shall be provided to the Town upon request.
- _____ *Swimming pool, spa and hot tub screening.* In all vacation rental units located in the Town that have in-ground and above-ground swimming pools, spas, and hot tubs shall be screened by a six-foot, one hundred (100) percent opaque on all sides (except

waterfront sides) fence. Swimming pool equipment shall be separately screened on all open sides with a six-foot one hundred (100) percent opaque fence.

_____ *Bedrooms.* All bedrooms within a vacation rental unit shall meet the applicable requirement of the Florida Building Code, and the Florida Fire Code and Life Safety Code.

_____ *Smoke and carbon monoxide (CO) detection and notification system.* A working smoke alarm and carbon monoxide (CO) alarm system shall be present within the vacation rental unit 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.

_____ *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 of a vacation rental 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 of the fire extinguisher.

_____ *Emergency egress maintenance and lighting.* Halls, entrances and interior stairways within a vacation rental unit shall be clean, ventilated and lighted. Hall and stair runners shall be kept in good condition. Rails shall be installed on all stairways and around all porches and steps.

_____ *Parking.* All vacation rental units within the Town are required to provide parking spaces in accordance with the Town Code of Ordinances.

Lease requirements.

_____ There shall be a written or online lease, rental, tenant or other recorded agreement memorializing each vacation rental tenancy between the owner or responsible party and the occupant(s). The agreement shall, at minimum, contain the following information:

- The maximum number of occupants for the unit;
- The number of parking spaces associated with the vacation rental unit, if applicable, and the location of such spaces;
- The names and ages of all persons who will be occupying the unit;
- The dates of such occupancy; and
- A statement that all occupants must evacuate from the vacation rental following any evacuation order issued by local, state, or federal authorities.

Vacation rental responsible party.

_____ Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the following duties:

- Be available by telephone at listed phone number twenty-four (24) hours per day, seven (7) days per week and capable of handling any issues relating to the operation of the vacation rental;
- If required, be willing and able to come to the vacation rental within two (2) hours following notification from an occupant, the owner, or the Town to address any issues relating to the operation of the vacation rental;

- Maintain a record of all lease or rental agreements for the vacation rental;
- Receive service of any legal notice on behalf of the owners for violation of the requirements set forth in this division; and
- Otherwise monitor the vacation rental to ensure compliance with the requirements set forth in this division.

Other regulations.

_____ Vacation rentals must comply with all other regulations, standards and requirements set forth in the Town Code of Ordinances, including, but not limited to, the requirements of Chapter 4 (Animals), Chapter 5 (Beaches and Boats), Chapter 16 (Motor Vehicles and Traffic), Chapter 17 (Nuisances), Chapter 28 (Offenses and Miscellaneous provisions), and Chapter 30 (Zoning).

Section VI Required Postings

Note: Please initial each item below to confirm your acknowledgement and compliance:

Minimum required postings of vacation rental information. In each vacation rental unit, either posted in a conspicuous place on a single page, or in a tabbed notebook, there shall be the following information:

- _____ The name, address and phone number of the vacation rental agent or owner;
- _____ The maximum occupancy of the vacation rental unit;
- _____ The days and times of solid waste, recyclables and yard waste pick up;
- _____ The location and phone number of the nearest hospital and urgent care facility;
- _____ The maximum number of vehicles that can be parked at the vacation rental unit;
- _____ Notice of sea turtle nesting season and sea turtle lighting regulations, if applicable; and
- _____ Notice that quiet hours are to be observed between 10:00 p.m. and 7:00 a.m. daily, and that during these hours no excessive or boisterous noise or sound is permitted;

Section VII Owner and Registered Agent Signature

By executing this Registration Form, I, the undersigned, expressly acknowledge and agree to the following:

I have been provided with a copy of Chapter 34 of the Town Code of Ordinances (“Regulation of Vacation Rental Units”) and have reviewed same. I intend to operate the vacation rental in compliance with Chapter 34.

I fully understand the definition of “vacation rental unit(s)” as set forth in Section 34-4 of the Town Code of Ordinances.

I understand I am required to renew the Vacation Rental Registration biennially, by October 1st, and that any change(s) to the information or submittals included within the initial or renewal registration must be reported to the Town.

I understand and agree to inspections of the property by the Town on reasonable notice in order for the Town to assure compliance with the Vacation Rental Regulations of Chapter 34 of the

Town Code of Ordinances.

Under penalty of perjury, I certify that all of the information supplied with this Registration Form is true and accurate and agree to abide by all conditions and requirements in the Town's Vacation Rental Regulations.

Owner Name: _____

Owner Signature: _____ Date: _____

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS

Personally Known: _____ or I.D.: _____

____ DAY OF _____, 20____

Signature of Notary

Registered Agent Name: _____

Registered Agent Signature: _____ Date: _____

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS

Personally Known: _____ or I.D.: _____

____ DAY OF _____, 20____

Signature of Notary

Section VIII OFFICE USE ONLY (to be completed for approved registrations only)

Registration Fee Paid (circle one): Yes / No

Date: _____ Zoning 561-278-4540 _____

Date: _____ Building 561-278-4540 _____

Date: _____ Fire Marshall 561-243-7400 _____

Date: _____ Other _____

To be completed for approved registrations only

Staff Member Name: _____ Signature: _____

Registration Date: _____ Registration Number: _____