



Department of

BUILDING AND ZONING

CITY OF MIAMI SPRINGS

VACATION RENTAL REGISTRATION APPLICATION

ATTACHMENT CHECKLIST

The following attachments are required to register your vacation rental with the City of Miami Springs:

- Proof of Ownership (Deed or Other Document Evidencing Ownership)**
- Sketch of Floorplan (Refer to attachment)**
- Copy of State Department of Business and Professional Regulation license (or exemption).**
- Copy of Florida Department of Revenue Registration**
- Copy of City of Miami Springs Local Business Tax Receipt**
- Comply with any active Code Compliance Violations**
- Notarized Affidavit of Initial and On-Going Compliance:** Applicants are required to submit an affidavit (Refer to page 4 of this application) attesting to compliance with the standards of Section 150-145 of the City Code, as well as any other applicable local, state, and federal laws, regulations, and standards, including, but not limited to F.S. Chapter 509, and Rules Chapter 61C and 69A of the Florida Administrative Code.
- Copy of the rental/lease agreement:** A copy of the rental/lease agreement form to be used when contracting with transient occupants which includes the minimum transient occupant information required by subsection 150-145(g)(2)b of the City Code.
- Evidence of Liability Insurance:** This Certificate of Insurance shall provide language explicitly providing such coverage when the property is used as a vacation rental/short-term rental/transient lodging establishment.
- Registration Application Fee: \$250.00**

Public Records Notice: The submitted application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the City will not be liable to Applicant for such disclosure. If Applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, Applicant must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event of a public records request. The City does not warrant or guarantee that information designated by Applicant as exempt from disclosure is in fact exempt, and if the City disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.



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This application must be completed in full and all required documents must be submitted for application review and determination pursuant to the requirements of Section 150-145 of the City of Miami Springs Code of Ordinances. Vacation Rentals shall be operated in compliance with the City's Code at all times. Vacation Rental registrations are subject to revocation for failure to comply.

APPLICANT INFORMATION

Select one of the following:

New Application \$250.00

Renewal Application \$150.00

Update Information

Name

Telephone Number

E-mail

Alternate Telephone Number

Mailing Address

Suite No.

City

State

Zip Code

PROPERTY INFORMATION

Address

Gross Square Footage of Dwelling

Folio Number

Subdivision Name

Square Footage to be used as Vacation Rental

Total Rooms

No. Bedrooms

No. Kitchens

No. On-Site Parking Spaces

OWNER INFORMATION

Check this box if owner is same as applicant or attach additional pages if multiple owners.

Name

Telephone Number

E-mail

Alternate Telephone Number

Mailing Address

Suite No.

City

State

Zip Code

Owner EIN (if property is under corporate ownership) *If the property is under corporate ownership, a resolution of the corporation granting authorization to sign on behalf of the corporation must be submitted with this application.*



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VACATION RENTAL RESPONSIBLE PARTY

Section 150-145 of the City Code requires the designation of a Responsible Party who must reside within 30-miles of the vacation rental property to serve as a 24-hour contact for issues arising on the property. The Property Owner may serve as the Responsible Party. The Responsible Party may be called upon to answer for the maintenance of the property and for the conduct and acts of occupants of vacation rental properties.

Check this box if the Property Owner will serve as the Responsible Party.

Name 24-Hour Telephone Number

E-mail

Residential Address Suite No.

City State Zip Code

LISTING PLATFORMS INFORMATION

Section 150-145 of the City Code requires disclosure of any and all listing services used or intended to be used for the marketing of the registered vacation rental. Please use additional pages for these disclosures as may be necessary. The term "platform" as used below refers to online platforms, websites, listing services, print advertisements, private advertisements, or any other means or method utilized in soliciting customers to rent the registered vacation rental. The Property Owner or Responsible Party shall ensure that the name and contact information for any listing services on or through which the vacation rental is to be offered for rent which is provided in this application is updated with the City to reflect any changes and maintain with the City at all times a list of current listing services.

1. _____
Platform Name Contact E-mail Contact Telephone Number
2. _____
Platform Name Contact E-mail Contact Telephone Number
3. _____
Platform Name Contact E-mail Contact Telephone Number

LICENSING INFORMATION

Section 150-145 of the City Code requires proof of licensure (or proof of exemption from licensure) from the State Department of Business and Professional Regulation as a "Transient Public Lodging Establishment."

DBPR License Number
(A copy of the State License or proof of exemption must be included with this application.)

Florida Department of Revenue Registration Number
(Proof of registration with the Florida Department of Revenue must be included with this application.)



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PROPERTY OWNER AND RESPONSIBLE PARTY ACKNOWLEDGMENT
(Use multiple pages if there are multiple property owners)

The undersigned acknowledges and confirms that:

- they have received, reviewed, and understood Section 150-145, "Vacation Rentals" of the City of Miami Springs Code;
- the facts and information contained in this Application are true and correct;
- they are aware of the requirements of Section 150-145 of the City of Miami Springs Code, including the requirements for maintaining the County's minimum housing standards, fire codes, building code, and City Code as determined by the City Manager or Building Official.
- they are aware of the requirements of Section 150-145 of the City of Miami Springs Code, including: Owner and responsible party requirements, standards and requirements for vacation rentals, and vacation rental standards, including minimum life/safety requirements.
- there are no outstanding code violations or liens on the property.
- They will comply with any other applicable local, state, and federal laws, regulations, and standards, including, but not limited to F.S. Chapter 509, and Rules Chapter 61C and 69A of the Florida Administrative Code.

The undersigned acknowledges that the Owner and the Responsible Party are responsible for ensuring that:

- All vehicles associated with the vacation rental are parked in compliance with the City Code; and
- The entire property, including the front, back, and side yards, is maintained free of garbage and litter, provided however, that this subsection shall not prohibit the storage of garbage and litter in authorized receptacles for collection; and
- All transient occupants are aware of Chapter 99 of the City's Code, that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in section 99-03 of the City Code, and that ; and
- All transient occupants are aware that unauthorized occupants of any structure or conveyance of the property that have been warned by the owner or lessee to leave and refuse to do so commit the offense of trespass of a structure or conveyance and will be charged under the State of Florida and local law; and
- The provisions of section 150-145 of the City of Miami Springs Code are complied with and that any violations of this section or any violations of law which may come to the attention of the responsible party shall be promptly addressed; and
- He or she is available with authority to address and coordinate solutions to problems with the rental of the property at all times, 24 hours a day, seven days a week and be physically present at the property within two hours of notification to respond to emergencies, noise complaints, events that are being held without required permits, maximum occupancy violations, and other occurrences determined by the Police to require the presence of the owner or responsible party; and
- He or she keeps available a register of all transient occupants, which shall be open to inspection by the City; and
- No rental is made, or occupancy allowed by, any person on the Florida Sexual Offenders and Predators (FDLE) database or any other state sex offender database consistent with the requirements of section 130-06 "Sexual offenders and sexual predators" of the City Code.

Further, I understand that this application and any related approvals are specific to the property identified in this application; other properties or portions of properties are not jointly shared commodities and shall not be considered available for use by transient occupants of the property which is the subject of this application.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true.

| | | | | | |
|--|---|--|--------------------------|---|-----------|
| PROPERTY OWNER | PRINT NAME | SIGNATURE | RESPONSIBLE PARTY | PRINT NAME | SIGNATURE |
| | SWORN TO AND SUBSCRIBED BEFORE ME BY PRINT NAME | | | SWORN TO AND SUBSCRIBED BEFORE ME BY PRINT NAME | |
| | WHO IS PERSONALLY KNOWN TO ME OR PRODUCED | | | WHO IS PERSONALLY KNOWN TO ME OR PRODUCED | |
| | As identification, this _____ day of _____ 20____ | | | As identification, this _____ day of _____ 20____ | |
| | Notary's Signatures _____ | | | Notary's Signatures _____ | |
| Printed Name of Notary _____ | | Printed Name of Notary _____ | | | |
| by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization | | by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization | | | |



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SKETCH OF VACATION RENTAL FLOORPLAN

A large, empty rectangular box intended for the sketch of the vacation rental floorplan.