



Village of Pinecrest – Vacation Rental Registration

Division 5.33, "Vacation Rentals," of Chapter 30 of the Village of Pinecrest's Code of Ordinances (Ordinance 2017-4) requires that the owners of Vacation Rental properties located in the Village of Pinecrest register all such vacation rental dwellings with the Building and Planning Department. Initial and annual renewal registration fees and annual compliance inspections are required at the time of registration.

PROPERTY INFORMATION		
PROPERTY ADDRESS:		
LEGAL DESCRIPTION/FOLIO NUMBER:		
GROSS AREA OF THE VACATION RENTAL DWELLING: _____ SQ. FT.		
NUMBER OF ROOMS: _____ NUMBER OF BEDROOMS: _____		
NUMBER OF PARKING SPACES ATTRIBUTABLE TO THE VACATION RENTAL UNIT _____		

OWNER INFORMATION		
OWNER NAME:		
OWNER ADDRESS:		
TELEPHONE:	FAX:	EMAIL:

LISTING AGENCY OR SERVICE		
NAME (AIRBNB, VRBO, ETC.):		
AGENCY ADDRESS		
TELEPHONE:	FAX:	EMAIL:

RESPONSIBLE PARTY

The owner shall act as, or retain at all times, an appointed natural person capable of meeting the duties provided in subsection 23-74 of the attached Ordinance 2017-4. The designated Responsible party must reside within thirty (30) miles to serve as the Responsible party for service of notices as are specified herein and be available to respond to emergency calls within 2 hours of notification. Notices given to the Responsible party shall be sufficient to satisfy any requirement for notice to the owner. An initial Responsible Party shall be designated and shall participate in the application for registration, and the Village manager or his designee shall thereafter be notified of any change of Responsible Party within fifteen (15) days of such change.

The Responsible Party phone number shall be answered twenty-four (24) hours, seven (7) days a week.

RESPONSIBLE PARTY NAME:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

DOCUMENTATION REQUIRED

- An approved inspection report of the Miami-Dade County Fire Rescue Department verifying compliance with the Department's criteria for a residential dwelling transient lodging use.
- Valid and current federal employer tax identification number (or social security number) for the owner(s) of the property.
- Proof of registration with, or exemption from, the Florida Department of Revenue for sales tax collection under Chapter 212, Florida Statutes, and Miami-Dade County for Tourist Development Tax.
- Proof of licensure with, or exemption from, the Florida Department of Business and Professional Regulation for a transient public lodging establishment.
- Proof Certificate of Liability Insurance
- Local Business Tax Receipt

REGISTRATION/INSPECTION FEE

- New Rental Registration: \$832.00
- Annual Renewal: \$624.00
- Annual Compliance Inspection: \$416.00

COMPLIANCE REQUIRED/ACKNOWLEDGMENT	
<p>We the undersigned Owner and Responsible Party have received a copy of Ordinance 2017-4 and acknowledge that the application and any related approvals are specific to the property identified in the application and approval; other 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 the application.</p>	
PROPERTY OWNER: _____	DATE: _____
RESPONSIBLE PARTY: _____	DATE: _____

ADMINISTRATIVE	
APPLICATION RECEIVED BY:	
SIGNATURE:	TITLE:
DEPARTMENT:	TELEPHONE:

State of _____
 County of _____

The foregoing instrument was acknowledged before me, the undersigned Notary Public is and for the State of _____, on this the ____ day of _____, 20____, by _____
 (print name)

WITNESS my hand
 And official seal

 Notary Public, State of _____

Printed, typed or stamped name of Notary Public exactly as commissioned

Personally known to me or produced identification

 (Type of identification produced)