



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 Town Manager or designee. (Town Code, Sec. 90-41.1(a)(3)).

**Registration Fee Due: \$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 laws of the Town of Surfside. (Town Code, sec. 90-41.1(c)(1)). A resort tax in the amount of 4% of the total rental charged must be paid to the Town of Surfside for each seasonal rental period; the resort tax is due on a monthly basis (Town Code, Sec. 70-109).

**Resort Tax Due: Four percent (4%) of total amount being charged for the Rental Time Period. Please note that effective on March 1, 2017, if you rent your property through Airbnb, Inc., then Airbnb, Inc. will remit the 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 for and shall be valid for each individual 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 that may arise out of the rental of this property, including but not limited to any sub-lease agreements.
- The Property Owner understands that he/she is subject to the fines as set forth 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 and clear of all grassy areas and sidewalk sections pursuant to Town of Surfside Code of Ordinances.
- That it is unlawful to allow or make any noise or sound which exceeds the limits set forth in the Town's Noise Ordinance.
- That no garbage container shall be located at the curb for pickup before 12:00 pm of the day prior to pick-up, 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.

\_\_\_\_\_ Date  
Property Owner/Rental Agent Signature

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known 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 and 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.

### Safety (Continued)

- 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 permit overcrowding 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.