



**ANNUAL SHORT-TERM VACATION RENTAL CERTIFICATE
RENEWAL APPLICATION**

Please submit the following information to the Tourism Management & Ambassadorship Department:

- A separate application must be submitted for each short-term vacation rental unit
- The following must be included with your application:
 - Proof of owner-occupancy (only if owner occupied)
Proof of a valid homestead exemption OR a sworn affidavit and supporting documentation establishing proof of residency by the applicant stating that the primary dwelling unit is the legal residence and domicile of the resident. Proof of residency is required in the form of two of the following: 1) a valid Georgia Driver's License or Georgia Identification Card; 2) registration for vehicles owned by and registered in the name of the applicant; 3) Chatham County Voter's Registration Card or 4) Previous year's W-2 Form or Internal Revenue Service Tax Return
 - Proof of Insurance indicating the premise is used as a short-term vacation rental
 - Short-term vacation rental (STVR) agent written certification form (If the property agent has changed)
 - Written exemplar agreement (If the agreement has changed)
 - Code Compliance Form (If significant changes were made to the structure/unit)
 - Non-refundable annual renewal fee payable to the City of Savannah at \$150 per application (check or money order) (Effective May 1, 2017).
- All short-term vacation rental property owners will need to renew their 2017 City of Savannah Business Tax Certificate prior to receiving a 2017 STVR certificate.
- Submit all information to the *Tourism Management & Ambassadorship Department*:
 - Mail: P.O. Box 1027, Savannah, GA 31402
 - In Person: City Hall, 2 E Bay Street, Savannah, GA 31401
 - Email: tourism@savannahga.gov

SVR Certificate # _____

Business Tax Certificate # _____

Owner(s) of the unit for which a short-term vacation rental certificate is sought

Property Owner Name(s): _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

Short-term Vacation Rental Unit Information

Address of Short-term Vacation Rental Property: _____

Property Identification Number of Property: _____

The property is: Owner Occupied Non-owner Occupied

Owner-occupied property refers to real property which contains one or more dwelling unit(s) where the principal dwelling unit must be occupied by the property owner and constitute his/her primary and usual place of residence. The dwelling units must share the Property Identification Number assigned by the Chatham County Board of Assessors.

Number of Bedrooms: _____ Number of Off-Street Parking Spaces: _____

Location of Off-Street Parking Spaces: _____

Rental Agent Contact Information

Rental Agent Name: _____

Address: _____

24-hour contact phone number: _____ Email: _____

I, _____, the undersigned applicant:

- Acknowledge receiving a copy of Part 8, Chapter 11, Sec 8-10012 entitled Short-term Vacation Rental Certificate, have reviewed it, understand its requirements, and will comply with regulations contained within this section;
- Agree to use my best efforts to assure that use of the premises by short-term vacation rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Certify that I have confirmed and answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Tourism Management and Ambassadorship approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances; and
- Authorize the City of Savannah to verify information contained in the application.

Signature of Applicant/Owner

Date

Print Name

Official Use Only
2017 Business Tax Certificate _____
2017 Proof of Ownership _____



SHORT-TERM VACATION RENTAL (STVR) AGENT WRITTEN CERTIFICATION

Address of STVR Property: _____

Name of STVR Property Owner: _____

STVR Agent Name: _____

STVR Agent Address: _____

STVR Agent 24-hour phone: _____ Agent Email: _____

I, _____ representing _____ am charged with the following duties and responsibilities for maintaining good relations between guests residing in the above-named property and the City of Savannah. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from use of the short-term vacation rental unit;
2. Appear on the premises of any short-term vacation rental unit within two hours following notification from the City of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification that occupants of the STVR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the City of Savannah Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations may be grounds for penalties as set forth in this Chapter. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
4. Monitor the short-term vacation rental unit for compliance with Part 8, Chapter 11 entitled Short-Term Vacation Rental of the City Ordinance.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge receiving a copy of Part 8, Chapter 11, of City Code, have reviewed it, understand its requirements, and will comply with its regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Tourism Management and Ambassadorship approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinances.

Signature of STVR Rental Agent

Date



If the STVR rental agent changes temporarily or permanently, the property owner must notify the Tourism Management Department in writing of the new agent's identity. Only one STVR agent may be in place at any given time.

SHORT-TERM VACATION RENTAL CODE VERIFICATION FORM

The City of Savannah has developed this form for the use of a residence rented as a short-term vacation rental which is considered a lodging establishment. The following minimum safety guidelines are recommendations only, and should not be construed to be all-encompassing.

Primary Exit:

1. At least one exit door with direct access to the outside, or to a protected corridor in the case of a condominium or apartment building, should be provided per dwelling unit.
2. The exit door should be side hinged and not less than 3 feet wide x 6 feet 8 inches tall.
3. A landing should be provided on each side of an exterior exit door. The landing width should not be less than the door served, and should be a minimum of 36 inches measured in the direction of travel.
4. The exit door should open from the inside without the use of a key, tool or special knowledge.
5. Handrails should be provided on at least one side of each continuous run of stairs.
6. Stairs and decks should be properly constructed and maintained.

Emergency Escape and Rescue Openings:

Basements and every sleeping room should have at least one operable window or door leading directly to a public street, public alley, yard, court. Commercial buildings with three or more condominiums or apartments protected by an operational sprinkler system are exempt from having emergency escape openings.

Windows used as emergency sleeping room exits should have the following:

- Window sill height should not be higher than 44 inches above the floor.
- Minimum clear window opening of 5.7 square feet or 5 square feet if at ground level.
- Minimum clear window opening height, 24 inches.
- Minimum clear window opening width, 20 inches.
- Windows should be operational from the inside of a sleeping room without the use of keys, tools or special knowledge.
- Bars, grills, and similar devices are not recommended over rescue openings. If present, they must open from the inside without the use of keys, tools or special knowledge.
- Windows under decks should fully open and have a minimum 36 inch high direct path to a public street, public alley, yard or court.

Smoke Alarms:

1. One listed 10 year battery smoke alarm is recommended inside and outside of each sleeping room and on each additional story of the dwelling, including the basement.
2. ANSI/UL 2034 listed or CSA 6.19 carbon monoxide alarms should be installed in the general vicinity of each sleeping area.

Fire Extinguishers:

1. A minimum of one portable, 5 pound type ABC fire extinguisher per floor should be provided and maintained.
2. It is recommended that one fire extinguisher be placed in the kitchen area.

In addition to the recommendations above, it is highly recommended that mechanical, electrical and plumbing professionals inspect the building systems to ensure they are in good working order.

The owner acknowledges that the residence was not designed, constructed or inspected as a commercial lodging establishment. All of the foregoing information is hereby given and all of the foregoing statements are hereby made on oath, willfully, knowingly, and absolutely, and the same is and are hereby sworn to be true under penalty for false swearing, as provided by law.

I, _____, having been administered a lawful oath or affirmation, hereby certify under penalty of false swearing (O.C.G.A. § 16-10-71) that the above information is true and correct.

Property Owner's Signature

Date

Sworn to and subscribed before me this _____ day of _____,

_____, 201____.

Notary Public