

TOWN OF BROOKS

SHORT-TERM RENTAL APPLICATION



SUBMIT APPLICATION(S), REQUIRED DOCUMENTS & APPLICABLE FEES EITHER VIA
MAIL OR IN-PERSON TO:

Town of Brooks, 961 Highway 85 Connector, Brooks, GA 30205

Email: contact@brooksga.com

PROPERTY OWNER INFORMATION

If the owner is not a natural person, the applicant will need to identify primary partners, officers and/or directors of any such entity, including personal contact information.

Property Owner Name(s): _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

Property Owner Alternate Phone: _____ Email: _____

SHORT-TERM VACATION RENTAL UNIT INFORMATION

Address of STR Property: _____

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

Location of Off-Street Parking Spaces: _____

Four (4) or more bedrooms require a parking plan, i.e., a diagram/snapshot of parking spaces.

RENTAL AGENT CONTACT INFORMATION

The property owner may serve as the short-term rental agent. Alternatively, the owner may designate a natural person as his or her agent who is over age 18.

Rental Agent Name: _____

Address: _____

24-hour Contact Telephone Number: _____ Email: _____

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SHORT-TERM RENTAL CERTIFICATE APPLICATION

STR PROPERTY ADDRESS: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please complete this application when requesting and/or renewing a Short-Term Rental (STR) Certificate. A separate STR application must be submitted for each dwelling unit used as an STR. Please ensure all documentation and applicable fee(s) are submitted with your application. The application fee is \$50.00; cash, checks, and credit card online payments are accepted.

NEW APPLICATION. The following items are required for new applications:

STR Application (Complete and Return All Pages)

- STR Agent Written Certification Form
- Sworn Code Compliance Verification Form (Must be Notarized)
- Written Sample Agreement between Property Owner/Rental Management & Tenant
- Proof of Property Ownership (New property owners must submit a copy of HUD/Settlement Statement when the Warranty Deed is not available at the time of submission.)

When submitting an application, owner must provide proof of valid homestead exemption OR 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 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;

- Proof of Insurance at least \$500,000 indicating the property is used as a short-term rental
- Proof that Adjacent Neighbors have been notified of a STR Application

Once information is processed, the applicant will be notified to apply for an Occupational Tax Certificate (OTC).

RENEWAL APPLICATION. It is a property owner's responsibility to renew on-time. STR Certificates automatically expire on December 31st of each year. Please submit the following items 30 days prior to expiration to prevent cancellation of STR status.

Must complete this section and provide documents/forms as outlined below.

- STR Renewal Application, pages 1 & 2.
- Please Provide: Certificate# _____ OTC Renewal# _____
- Proof of Insurance at least \$500,000 indicating the property is used as a short-term rental
- Occupational Tax Certificate (OTC) Renewal-Submit Copy

Applicant/Owner Acknowledgement Form, page 3.

STR Agent Written Certification Form, page 4; and Sample Agreement, page 7. (Required only when the property owner has a new rental agent).

STR Business Location Information Form, page 2; and Sworn Code Compliance Verification Form, pages 5-6.

*Required only when property improvements were made after the previous application was submitted.

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APPLICANT/OWNER ACKNOWLEDGEMENT

I, _____
(Applicant/Owner)

Acknowledge receipt of Chapter 9, Article V Short Term Rentals Regulations, Chapter 2, entitled "Short-term Rentals," have reviewed it, understand its requirements, and will comply with the regulations contained within this Section;

Agree to use my best efforts to ensure that the use of the premises by STR 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 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;

It is the responsibility of every business owner or operator to make certain that the type or nature of the business activity being conducted at any location in the TOWN OF BROOKS is permitted by and conforms to the Zoning Ordinance and Building Regulations of the Town before signing a lease/contract and before operating the business;

I understand that all construction work needed to create a STR unit will require a permit prior to commencing construction, which includes alterations, modifications, renovations, remodeling, signage, etc. Working without a permit will result in a minimum penalty of \$500; and

Authorize the TOWN OF BROOKS to verify the information provided in the application.

Signature of Applicant/Property Owner

Date

Print Name

FOR OFFICE USE ONLY

New Application ___ Renewal ___ Zoning District ___

STR Certificate# _____ Check #/CC _____ Reviewer _____ Date Reviewed _____

Approved Denied COMMENT(S): _____

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AGENT WRITTEN CERTIFICATION

Address of STR Property: _____

Name of STR Property Owner: _____

STR Agent Name: _____

STR Agent Address: _____

STR 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 TOWN OF BROOKS. As the short-term vacation rental agent, I will:

1. Be reasonably available to handle any problems arising from the use of the short-term rental unit;
2. Appear on the premises of any short-term rental unit within sixty minutes (9-105(c)) following notification from the TOWN OF BROOKS of issues related to the use or occupancy of the premises. This includes but is not limited to, notification that occupants of the STR unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the TOWN OF BROOKS Code of Ordinances or other applicable law pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to timely appear to two or more complaints regarding violations in a calendar year (9-106(b)(1)) may be grounds for penalties as set forth. 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 Chapter 9, Article V "Short Term Rental" Regulations
5. I verify that I am a natural person and am over the age of 18 years old. I also acknowledge receiving a copy of Chapter 9, Article V "Short Term Rental" Regulations and 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 Planning, Zoning, and/or Business use 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 STR Rental Agent

Date

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

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SWORN CODE COMPLIANCE VERIFICATION FORM

The TOWN OF BROOKS has developed this form for the use of a residence rented as a short-term 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.

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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 _____ 20____.

Notary Public

Approved by the Fayette County Fire Marshall: _____ Date: _____

Name: _____

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EXAMPLE RENTAL AGREEMENT

As part of the application, property owners must submit a copy of a sample agreement which is executed between the property owner and occupant(s).

Welcome to the TOWN OF BROOKS! We are committed to providing you with the very best experience. In addition, we work closely with our neighbors to ensure the quality of life that residents and visitors both expect. Enclosed is information regarding neighborhood policies and local laws and regulations. Please keep in mind that violations of any of these rules can lead to fines or even eviction without refund. We know that you'll do your part to be a great neighbor in the TOWN OF BROOKS!

Please be mindful of the TOWN OF BROOKS' Noise Ordinance, Chapter 25, Article I "Public Conduct". As you are staying in a residential area, we would like to remind you to observe neighborhood quiet times between the hours of 9 pm – 8 am. Please remember that sound carries very well throughout the Town of Brooks, most especially in courtyards, porches, patios, and verandas.

Guests must not exceed the listed occupancy of each property.

Guests must not exceed the maximum parking allotted to each property. Guests must park only in designated parking places. Please be mindful of street sweeping zones and parking meters throughout the town.

The TOWN OF BROOKS does have leash laws and leashes are required for any pet taken off property. Pet waste must be cleaned up immediately.

Open containers and public intoxication are unlawful and may result in heavy fines and/or incarceration.

TOWN OF BROOKS has very strict litter laws. Please be sure that all litter, trash, and cigarette butts are placed in waste receptacles. Help keep the Town of Brooks beautiful!

Household trash and recycling must be placed in collection carts specific to the property. Trash bags and recycling may not be left outside of the collection carts, left on porches, or left in lanes.

Laundry and towels must not be hung to dry on any exterior portion of the property, including porch rails, fences, gates, or banisters.

Helpful Hints for your stay in the TOWN OF BROOKS: 9-1-1 is the phone number for emergency services in the town.

Please remember to only cross streets in designated crosswalks. And, as in most cities, jaywalking is punishable by a fine. Obey all pedestrian signals and signage.

If you happen to be locked out of your property, please contact your rental agent. Neighbors and surrounding businesses do not have spare keys to the property.

Short-Term Rental Occupant

Date