



# City of Covington

## SHORT TERM VACATION RENTAL PERMIT APPLICATION

**PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE  
APPLICATIONS WILL NOT BE ACCEPTED.**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

STR No.: \_\_\_\_\_

Invoice No.: \_\_\_\_\_

Business License No.: \_\_\_\_\_

### **16.08.010 Short Term Vacation Rental (NAICS 721199)**

#### **NOTICE:**

- There is a \$150 **non-refundable** application fee with a non-refundable annual renewal fee of \$100.
- Application must be accompanied by a Business License for Commercial Property Management
- Rental Permit is valid for **ONE** year, requiring an annual update to avoid any violations that may result in late fees and penalties.

Property Address \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

#### **I. APPLICANT INFORMATION:**

Applicant \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **II. PROPERTY OWNER:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

If such owner is not a natural person, the application shall identify all partners, officers and /or directors of any such entity, including personal contact information below:

Legal Business name \_\_\_\_\_

Contact Name: \_\_\_\_\_

\* Federal Taxpayer Identification Number or Social Security Number: \_\_\_\_\_

Department of Planning & Department ♦ 2194 Emory Street, NW ♦ Covington, Georgia 30014  
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Please check one of the following business types for this business:

\* ☐ Corporation ☐ LLC ☐ Sole Proprietorship ☐ Partnership (attach required documentation)

### **III. SHORT TERM RENTAL VACATION AGENT CONTACT INFORMATION:**

24-hour Contact Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **IV. PROPERTY INFORMATION:**

☐ Number bedrooms: \_\_\_\_\_ ☐ Number bathrooms: \_\_\_\_\_

☐ Onsite parking details: \_\_\_\_\_

☐ Other property detail; please describe: (pool/spa/fence/patio deck, etc.): \_\_\_\_\_

☐ Describe rental unit: (i.e. whole house, apartment, etc.): \_\_\_\_\_

Owner's acknowledgement that a copy of this section has been reviewed and understands its requirements:

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **V. REQUIRED DOCUMENTATION UPON SUBMITTAL:**

**\*\*APPLICANT MUST SUBMIT AND CHECK OFF ITEMS BELOW OR APPLICATION WILL BE REJECTED\*\***

1) ☐ A written exemplar rental agreement, which shall consist of the form of document to be executed between owner and occupant(s), which shall contain the following provisions and which shall be posted in the short-term vacation rental unit:

- The occupant(s)' agreement to abide by all of the requirements of this chapter, any other city ordinances, state and federal law and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else.
- The occupant(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the city's noise ordinance (8.20.030).
- The occupant(s)' acknowledgement and agreement that violation of the agreement or this chapter may result in immediate termination of the agreement and eviction from the short-term vacation rental unit by the owner or agent, as well as the potential liability for payments of fines levied by t

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- The occupant(s)' acknowledgement on the maximum occupancy of the short-term vacation rental unit and, if available, the location of on-site parking.
- 2) ☐ Proof of the owner's current ownership of the short-term vacation rental unit (such as a property deed, title, or bill of sale)
- 3) ☐ Proof of insurance indicating the premises is use as a short-term vacation rental (must be listed as short term rental insurance on policy), and
- ☐ If applicable, submit condominium documents as per code [16.20.635 B.2.f](#)

### **VI. CERTIFICATION:**

**\*\*ALL BOXES MUST BE CHECKED BY APPLICANT\*\***

- ☐ The duties of the short-term vacation rental agent are to:
  - Be reasonably available to handle any problems arising from use of the short-term vacation rental unit.
  - 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 short-term vacation rental unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the city 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.
  - Receive and accept service of any notice of violation related to the use or occupancy of the premises,
  - Monitor the short-term vacation rental unit for compliance with this chapter.
  - An owner may change his or her designation of a short-term vacation rental agent temporarily or permanently; however, there shall only be one such agent for a property at any given time. To change the designated agent, the owner shall notify the Planning and Development Director in writing of the new agent's identity, together with all information regarding such person as required by the applicable provisions of this section.
  - If the rental agent changes, the property owner shall notify the city within five business days.
- ☐ The owner's sworn code compliance verification form:
  - If a short-term vacation rental unit owner has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short-term vacation rental certificate.

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- Citations for code violations and any other violations of the city code shall be heard by the municipal court.
- Violations of this chapter are subject to the following fines, which may not be waived or reduced and which may be combined with any other legal remedy available to the city:
  - a. First violation - \$500.00
  - b. Second violation within the preceding 12 months - \$750.00
  - c. Third Violation within the preceding 12 months - \$1,000.00

☐ Taxes. Short-term vacation rental unit owners are subject to state sales tax and city taxes, including but not limited to the lodging tax set forth at Chapter 3.16, and are liable for payment thereof as established by state law and city code. The city may seek to enforce payment of all applicable taxes to the extent provided by law, including injunctive relief. Taxes are due on the 20<sup>th</sup> of every month.

☐ The owner's sworn acknowledgement that they have reviewed and understand the requirements of the City of Covington's relevant ordinances, as listed under 16.20.635 B.1.d & J.7.

I, \_\_\_\_\_, the applicant, read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Covington, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. Signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions, and restrictions.

Signature of owner/applicant or representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please see the City of Covington Ordinance [Section 16.08.010](#) (list website info here once obtained) for additional information and guidelines.



# City of Covington

## SHORT TERM VACATION RENTAL PERMIT APPLICATION

### I. AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

I, \_\_\_\_\_, am applying to the City of Covington, Georgia  
for an (Name)

X  Short Term Vacation Rental permit.

I hereby state, under oath, with respect to my application for

\_\_\_\_\_  
(Name of business, corporation, partnership, or other private entity)

that:

     1) I am a United States citizen or a legal permanent resident

OR

     2) I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 year of age or older, lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Alien Registration Number for Non-Citizens\*

NOTARY SEAL:

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

**Please note: Short-term rentals expire on December 31<sup>st</sup> of each calendar year. You must renew your STR on an annual basis prior to January 31<sup>st</sup> of the following year. If it is not paid penalty fees will be applied per the Covington, Georgia Code of Ordinances 16.20.635 – Short-term vacation rentals. Failure to comply shall result in a citation to Municipal Court which shall require court fees in addition to paying the Short-term rental penalty fee amount per violation.**

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**If this business is no longer in operation, please notify our office in writing, so that we can close your account.**

**I have read and understand that it shall be my responsibility to renew this Short-term rental on an annual basis and agree to pay all penalties incurred.**

\_\_\_\_\_  
Signature / Date

\*Note: O.C.G.A. 50-36-1 (e) (2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number, because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration numbers. Qualified aliens that do not have an alien registration number may supply another identifying number below:



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**\*\* FOR OFFICIAL USE ONLY \*\***

Distribution for review:

☐ Senior Planner

☐ City Planner

**PLANNING AND  
DEVELOPMENT**

Approved: ☐ Denied: ☐ Approved with remarks ☐

**If issued, the Applicant must present this Permit, upon request, at all times during the event.**

Planning Department's Signature: \_\_\_\_\_ Date: \_\_\_\_\_