

Short-Term Rental Checklist

OVERVIEW

Applicants are required to signed and notarized notification affidavit on page 3. In addition, applicants are required to sign page 4 of this form indicating acknowledgement of the submittal requirements. Please upload the notification affidavit and signature pages along with your digital application.

Should you have any questions or need assistance with the building permit application process, please contact the Maitland Building Division at 407.539.6150.

GENERAL REQUIREMENTS

The following items shall be submitted for a Short Term Rental Certificate Application. For a renewal or transfer, only proof of owner-occupancy is required. For a modification, only materials specific to the modifications are required.

Required Application Materials:

- A sketch or recent property survey drawn to scale indicating all structures, pools, fencing, and uses, including areas provided for off-street parking.
- A sketch or floorplan showing a floor layout drawn to scale and indicating all bedrooms and sleeping areas, exits, smoke/ carbon monoxide detectors and fire extinguishers.
- Signed and notarized affidavit verifying notice of the short term rental has been provided to property owners within five hundred feet (500'). (See Page 3 and 4 of this application.)
- A copy of the notice sent to the property owners. (See Page 3 of this application.)
- A copy of the required posting located on the back of or next to the main entrance door or on the refrigerator. (See Page 3 of this application.)
- Proof of liability insurance coverage on the short term rental.
- Proof that either the Owner is a permanent resident of either the proposed short-term rental unit or a dwelling within the same duplex, triplex or quadplex as the proposed short-term rental unit. Permanent residency may be proven through a copy of a valid, current government-issued I.D. showing the unit address or two (2) months of bills sent to the Owner or host-stay contact at the unit address within the previous four months.

The application fee amount is established by the City Council. The application fee does not in any way ensure the applicant a favorable decision.

REQUIRED POSTING IN THE RENTAL UNIT

On the back of or next to the main entrance door or on the refrigerator, the following information must be posted:

1. Name, address and phone number of the short-term rental or host-stay owner;
2. Maximum approved occupancy of the unit;
3. Notice that quiet hours are to be observed between 10:00 p.m. and 8:00 a.m. daily or as superseded by any City noise regulation;
4. Maximum number of vehicles that can be parked at the unit, along with a sketch of the location of the off-street parking spaces;
5. Days of trash and recycling pickup
6. Location of the nearest hospital
7. Emergency (911) and non-emergency police phone numbers.

REQUIRED NOTICE TO HOMEOWNERS WITHIN 500 FEET

The applicant must provide all dwelling units located within five hundred feet (500') of the short-term rental with written notice of the contact information of the owner/contact person, along with the process for reporting a complaint as outlined below. In addition, the owner is responsible for providing written notice to the City and owners of all dwelling units within 500' of the short-term unit each time there is a change to the name or phone number of the owner/contact person.

Complaint Resolution

Any renter or affected resident wishing to report a complaint regarding activity conducted at a short-term rental unit shall follow the complaint procedure as outlined below:

1. The complaining party shall first attempt to communicate with the contact person designated on the permit and describe the problem.
2. The contact person shall promptly respond to the complaint and make reasonable efforts to remedy any situation that is out of compliance with the Maitland City Code.
3. If the complaint is not resolved informally, then the complaining party may then contact the Code Enforcement Specialist within the Maitland Community Development Department regarding building, zoning or property maintenance issues, or the Maitland Police Department for noise complaints or criminal activity. This contact may be done by phone, email or through the City website. The complaint shall include a description of the attempts to resolve the complaint with the short-term rental unit contact person prior to contacting the City. Upon receiving and validating the complaint, the City shall open an active Police report or Code Enforcement case, respectively, and follow the procedures outlined in the Maitland Zoning Code and Code of Ordinances.
4. Nothing contained herein shall prevent the City of Maitland from seeking all other available remedies which may include, but not be limited to, suspension or revocation of a Short-Term Rental Certificate.
5. Nothing herein shall prevent any renter or affected resident from contacting law enforcement or other emergency services.



Community Development Department, 1776 Independence Lane, Maitland, FL 32751
Phone (407) 539-6248 FAX (407) 539-6275 www.itsmymaitland.com

NOTIFICATION AFFIDAVIT

I certify that I _____ notified in writing all of the homeowners within 500 feet of my
(Legally Recorded Homeowner)
short-term rental property, as shown on the attached, per City of Maitland, Florida Code of Ordinances, Article XVIII,

on this ____ day of _____, 20____

Signature

STATE OF FLORIDA, COUNTY OF ORANGE, Sworn to (or affirmed) and subscribed before me this
_____ day of _____, 20____

Personally Known _____ or Produced ID _____

Notary Public Signature

My Commission Expires: _____

As the applicant, I confirm that the application requirements above have been provided. Please indicate any items deemed not applicable and provide an explanation in the space provided below. If you need more space, please attach as a separate document:



MAITLAND
FLORIDA

Permit Number

Project Name or Address

Applicant Name

Applicant Signature/Date