

Tybee Island Business License Number: _____

City Of Tybee Island Short Term Rental Registration Form

*Please complete one form for each rental property. The Registration Fee is \$25 per property. Annual Renewal Fee is \$25 per property
All short-term vacation rental property owners will need to secure a business license unless it is managed by a company with a Tybee Business License*

Property and Property Owner Information

Property Address: _____ Unit # _____ Property Name: _____

Type of Property: ___ Single Family Home ___ Condominium ___ Townhome ___ Apartment ___ Other

Bedrooms: _____ Max Occupancy: _____ # Off-street Parking Spaces: _____

Property Owner Name(s): _____

Taxpayer I.D.# _____

Mailing Address: _____

City, State, Zip: _____

Owner's Physical Address: _____

City, State, Zip: _____

Phone: _____ Mobile: _____ Email address: _____

Land line at unit or 911 phone required! Please list number: _____

Property Management Information

___ None / Self-Managed ___ Property Manager ___ Other/Local Operator

Property Management Company Name: _____

Taxpayer I.D.# _____ Tybee Island Business License Number: _____

Company Mailing Address: _____

City, State, Zip: _____

Manager's Physical Address: _____

City, State, Zip: _____

Manager's email: _____ Contact Person/Title: _____

Company Phone #: _____ Manager 24 hour Emergency Phone #: _____

Local Emergency Contact Information

Designate a local person to contact for problems. The local contact must be available 24/7 and must be able to respond within one hour. The local Contact must be able to respond to complaints regarding the condition, operation, or conduct of occupant, and be able to take remedial action to resolve complaints in a timely manner.

___ Contact Owner ___ Contact Mgmt. Company Listed Above ___ Other Local Emergency Contact

Other Local Contact Name: _____ Title/Relationship: _____

Local Contact's Physical Address: _____

City, State, Zip: _____

Phone: _____ Mobile: _____ Email address: _____

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I, _____, the undersigned applicant:

- Acknowledge receiving a copy of 34-195 et. Seq. entitled "Short Term Rental Ordinance" have reviewed it, understand its requirements, and will comply with regulations contained within this section.
- Understand that as a type of lodging establishments, owners are subject to all applicable state and local taxes to include the City of Tybee hotel/motel tax. Payments are due by the 20th of the month following the month of rental activity. Reports must be filed whether or not there was any rental activity.
- 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.

Signature of Applicant

Printed Name

Date