



## Short-Term Rental Application

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

Property Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

It shall be unlawful for any person to lease, rent, or operate or advertise a single-family residence as a short-term rental within the county without a valid occupational tax certificate and a valid short-term rental host license issued pursuant to **Sec. 22-222** for each short-term rental.

I. ADMINISTRATIVE FEE \$15.00

II. REGULATORY FEE \$37.50

Any person who shall operate or conduct any business, profession, trade, or occupation must pay the annual regulatory fee as allowed under **O.C.G.A. §48-13-9** on those applicable businesses. The regulatory fee shall be in addition to the administrative fee.

The regulatory fee in the amount of (\$37.50) is hereby imposed as authorized under **O.C.G.A. §48-13-9**.

III. If Applicable:

Inspection Fee \$150.00 per house/unit

Re-inspection Fee \$115.00 per house/unit

\$65.00 to previous fee for each subsequent visit

Operating 30 days without license penalty fee \$157.50

**Please note:** A short-term rental host license shall expire December 31<sup>st</sup> each year and MUST be renewed annually. In the event that any person commences a new business on any date after January 1, the short term rental host license shall be due and payable 30 days following the commencement of the business. There shall be no proration of the fee payable for such annual license. Short- term rental host license are not-transferable. Such license applies to all short-term rentals in unincorporated Lee County.

**Applicant hereby agrees that approval of this license shall constitute a binding legal agreement upon his/her part to abide by and comply with all portions of the Lee County Ordinances and that such agreement is a condition of said license.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Emergency Contact Information

**REQUIRED**

In case of after hour emergency Lee County Officials may need to contact someone concerning your Short-Term Rental.

**Rental Address:** \_\_\_\_\_

\_\_\_\_\_

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

**Contact Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

\_\_\_\_\_

If the above information belongs to the owner, please provide an additional point of contact below:

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

**Contact Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

\_\_\_\_\_



## Short-Term Rental Affidavit

### REQUIRED

By executing this affidavit under oath, the undersigned short-term rental private owner verifies the following:

- 1) Owner has provided documentation and a signed declaration of compliance attesting to compliance with subsections below.
- 2) Owner will provide local contact (responsible party) information to all short-term rental guests during a guest's stay. The person designated by the owner as the responsible party shall be available 24 hours per day, seven days per week for the purpose of responding within two hours to complaints related to the short-term rental and taking remedial action to resolve such complaints.
- 3) Owner will comply with all applicable laws, rules and regulations pertaining to the use and occupancy of a short-term rental.
- 4) Owner will post the following information in a conspicuous place within the short-term rental:
  - a. Contact information for the responsible party;
  - b. Street address;
  - c. Floor plan indicating fire exits and escape routes;
  - d. Information about how a guest can contact Lee County at 229-759-6000 to report any concerns or complaints;
  - e. Maximum occupancy load; and
  - f. "In case of Emergency", Dial 911
- 5) Owner will submit a renewal application in writing each year applying to renew a short-term rental license each year.
- 6) Owners who do not use a third party rental platforms ( Airbnb, VRBO, Homeaway, etc.) that remit hotel/motel tax to the county on the short-term rental owner's behalf are responsible for remitting all applicable hotel/motel tax proceeds to the County as required.
- 7) Owner will provide proof that the short-term rental host license number is included on any short-term rental advertisement
- 8) Provide the county planning and zoning director with a copy of "house rules"
- 9) Owner must certify that there are no unpaid financial obligations owed by the owner to the county.
- 10) Owner must certify that there are no deed restriction and/or covenants on a property that prohibits the use of the property as a short-term rental.
  - a) Parking. All vehicles shall only be parked in the driveway and/ or within the garage area of the short-term rental. Vehicles shall not be parked within the right of way of public roads or easements, including grassy/ unimproved areas.
  - b) Solid waste/trash. Trash and refuse shall not be left stored within public view or in the public right of way except in proper containers for purposes of collection by an authorized waste hauler.



- c) Occupancy load. Occupant limit of two persons per bedroom plus two additional persons.

**Sec. 22-82 Violation of Ordinance.**

- a) The county planning and zoning director is authorized to issue a warning, suspend or revoke a short-term rental host license issues under the provisions of this chapter if the short-term rental host license is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building, structure, unit or portion thereof is in violation of any ordinance or regulation or any of the provisions of this article.
- b) If any violations stated in this article have been committed and not corrected within the time specified, the county planning and zoning director shall begin the procedures to revoke the short-term rental host license in accordance with the following:
  - 1) In the event of a first violation of this article the county planning, and zoning director shall give a citation warning to the owner/ operator specifying the nature of the violation(s).
  - 2) In the event of a second violation of this article of the same nature, the county planning and zoning director shall issue a suspension of the short-term rental host license for a 30 day period.
  - 3) In the event of a third violation of this article, or the same nature, the county planning and zoning director will revoke the short-term rental host license. The owner/operator may not reapply for the same property for a period of 12 months.
- c) Any person who shall do anything prohibited by this article or who shall fail to do anything required by this article shall be tried in the Magistrate Court of Lee County, and upon a finding of guilt, or a plea of *nolo contendere*, shall be punished as provided in Sec. 1-12 of the County Code of Ordinances.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

**SUBSCRIBED AND SWORN BEFORE ME**

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

## STR companies self –inspection rental property checklist

Please list all code violations in the notes section of this checklist

### 1. General Property Information

- Street address and unit number is properly posted and visible to emergency personnel.
  - Owner/Operator contact information is properly posted inside the rental unit.
  - Emergency contact information is visible to all guests on the property.
  - Valid STR license/permit displayed (if applicable).
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### 2. Life Safety

- Working **smoke detectors** (hard wired and interconnected) shall be provided (inside each bedroom, outside sleeping areas, and on every floor).
  - Working **carbon monoxide detectors** (where gas fired appliances or attached garages are present).
  - **Fire extinguisher** appropriately mounted and accessible (minimum 1 per floor).
  - The **evacuation plan** is clearly posted and available to all guests.
  - All sleeping rooms shall meet **all egress** requirements including at least one operable window (window meeting egress requirements).
  - No extension cords may be used as a substitute for permanent wiring.
  - All stairways have handrails and are in good condition, (without safety hazards including trip hazards).
  - Exit doors shall be operational, lockable, not blocked, and openable from inside the unit without the use of a key.
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### 3. Building & Property Condition

- No visible structural damage or hazards.
- Roof, walls, and ceilings shall be in sound condition.
- Address numbers clearly visible from the street.
- Operational exterior lighting for all entryways.
- Driveways, walkways, decks, patios and similar areas shall be in safe good condition and without trip or other safety hazards.

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#### 4. Electrical & Mechanical

- Every room or space shall be provided with operable receptacle outlets, switches, and lighting (functional and in proper working order).
- Operational/working GFCI outlets shall be provided in bathrooms and kitchen areas as required.
- Heating and cooling systems shall be operational and properly functioning.
- Water heater secured (strapped if required).
- Provisions shall be provided for adequate supply of hot and cold water.
- The electrical panel shall be accessible and properly labeled.

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#### 5. Plumbing & Sanitation

- All toilets, sinks, and showers operational and in proper working order.
- Proper drainage (no leaks or standing water).
- Trash receptacles with secure lids provided.
- Septic/sewer connections operational and in proper working order.

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#### 6. Sleeping Accommodations

- Beds have clean linens.
- No sleeping in non-conforming spaces (e.g., garages, unfinished basements).
- Adequate space and ventilation for each bedroom.

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#### 7. Safety & Nuisance Mitigation

- Property complies with occupancy limits.
  - Noise and parking rules properly posted for all guests.
  - Contact info for complaints provided to neighbors (if required).
  - No signs of over-occupancy or illegal activity.
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**8. Fire & Building Code Compliance**

- STR complies with local building and fire codes.
  - Any recent renovations have required permits and approvals (C/O).
  - No combustible materials stored near heating sources.
  - All habitable rooms shall have a minimum area of 120 square feet with no dimension less than seven feet (not including kitchen), and a minimum ceiling height of seven feet.
  - All sleeping rooms shall be accessible through living space and not through other sleeping rooms.
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**9. Other Requirements (if applicable)**

- Pool/spa barriers or covers meet safety codes
  - BBQs or outdoor fire pits are safe and in working order
  - Signage complies with zoning
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**Inspector Notes:**

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Signature of Applicant

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Printed Name

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



**AFFIDAVIT OF COMPLIANCE AND LIABILITY ASSUMPTION  
REQUIRED**

I, the undersigned, being the owner of the property located at \_\_\_\_\_, hereby declare under penalty of perjury under the laws of the State of Georgia, that the following statements are true and correct to the best of my knowledge:

1. I attest that I have personally completed and/or caused to be completed a thorough self-inspection of the above-referenced property in accordance with the Lee County Short-Term Rental Safety Standards, as required by local ordinance or regulation.
2. I affirm that the property fully complies with all applicable health, safety, fire, and building standards as outlined in the county's requirements for short-term rental operations (**see attached, the completed checklist**).
3. I acknowledge and accept that it is my responsibility, as owner, to ensure continued compliance with these standards for the duration of the property's use as a short-term rental.
4. I understand and agree that this affidavit shall be binding upon myself and all future owners of the property who continue to use the property for short-term rental purposes. I further acknowledge that any future transfer of ownership shall not relieve the new owner(s) from compliance obligations.
5. I agree to indemnify, defend, and hold harmless Lee County, its officers, agents, and employees from and against any and all claims, damages, injuries, liabilities, costs, or expenses (including attorney's fees) arising out of, resulting from, or related to the operation of the property as a short-term rental, including but not limited to any failure to comply with applicable safety requirements.
6. I understand that any false statement, misrepresentation, or failure to comply with the applicable standards may result in enforcement actions, including revocation of permits, fines, and any other remedies allowed under law.

I declare under penalty of perjury under the laws of the State of Georgia that the foregoing is true and correct.

Executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

**SUBSCRIBED AND SWORN BEFORE ME**

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_