



TOWN OF CUTLER BAY

Department of Community Development

Planning and Zoning | 10720 Caribbean Boulevard, Suite 110 | Cutler Bay, FL
planninginfo@cutlerbay-fl.gov | (305) 234-4262 | www.cutlerbay-fl.gov

VACATION RENTAL REGISTRATION APPLICATION

All information fields and required associated documents are required for application review and determination pursuant to the standards of [Section 3-179.1 of the Town of Cutler Bay Land Development Regulations](#). Vacation Rentals shall be operated pursuant to the Land Development Regulations at all times and Registrations are subject to revocation for failure to comply.

Date: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant E-mail Address: _____

Applicant Telephone Number: _____

Property Information

Address: _____

Folio No.: _____

Subdivision/Community Name: _____

Gross Square Footage of Dwelling: _____

Square Footage to be used as Vacation Rental: _____

Total number of each are present and part of the Vacation Rental (indicate below):

Rooms (total): _____ Bedrooms: _____ Kitchens: _____ On-Site Parking Spaces: _____

Owner Information

Check this box if owner is same as applicant or attach additional pages if multiple owners.

Owner Name: _____

Owner Mailing Address: _____

Owner E-mail Address: _____

Owner Telephone Number: _____

Owner EIN (if property is under corporate ownership): _____

(If the property is under corporate ownership, a resolution of the corporation granting authorization to sign on behalf of the corporation must be submitted with this application.)



Vacation Rental Agent

[Section 3-179.1\(c\)](#) of the Land Development Regulations require a designated agent domiciled within 30-miles of the registered location to serve as a 24-hour contact for issues arising on the property (Property Owner may serve as Agent).

Agent Name: _____

Agent Mailing Address: _____

Agent Domicile Address: _____

Agent E-mail Address: _____

Agent 24-hour Telephone Number: _____

Listing Platforms

[Section 3-179.1\(b7\)](#) requires disclosure of any and all listing services or rental platforms used or intended to be used for the marketing of the registered vacation rental. The information below is required for approval; please use additional pages for these disclosures as may be necessary. *Please note, the term "platform" as used below refers to online platforms, websites, listing services, print advertisements, private advertisements, or any other means or method utilized in soliciting customers to rent the registered vacation rental.*

1) Platform Name: _____

Platform Contact E-mail Address: _____

Platform Contact Telephone Number: _____

2) Platform Name: _____

Platform Contact E-mail Address: _____

Platform Contact Telephone Number: _____

3) Platform Name: _____

Platform Contact E-mail Address: _____

Platform Contact Telephone Number: _____

Licensing Information

[Section 3-179.1\(b5\)](#) requires proof of licensure (of proof of exemption from licensure) from the State Department of Business and Professional Regulation as a "Transient Public Lodging Establishment."

DBPR License Number: _____

(A copy of the State License or proof of exemption must be included with this application.)

Florida Department of Revenue Registration Number: _____

(Proof of registration with the Florida Department of Revenue must be included with this application.)



AFFIDAVIT OF INITIAL AND ONGOING COMPLIANCE

Before me, the undersigned authority personally appeared _____
 (name of affiant) who, after being duly sworn, said they personally know the facts and requirements stated herein.

As of the date this affidavit is signed, I am the known owner of or person who is a rental agent of an entity that owns the residence located at _____, Cutler Bay, Florida.

On _____, I submitted an application for the registration of said residence as a Vacation Rental and request for a Vacation Rental Permit in the Town of Cutler Bay.

I hereby certify that the Vacation Rental is in compliance with the provision of [Section 3-179.1 of the Land Development Regulations](#) of the Town of Cutler Bay, Florida, and that I have read and fully understood said regulations, and other applicable local, state, and federal laws, regulation, and standards to include, but not be limited to [Chapter 509](#), Florida Statutes, and Rules, [Chapter 61C and 69A](#), Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following:

Vacation Rental Compliance Requirements & Standards

1. **Parking:** All vehicles associated with the vacation rental must be parked in compliance with the Town Code at all times.
2. **Garbage and litter:** The entire property, including the front, back, and side yards, must be maintained free of garbage and litter (with the exception of storage of garbage cans for collection).
3. **Noise:** The Town Noise Ordinance shall be followed at all times. Regulations can be found in [Section 26-40 of the Town Code](#).
4. **Regulation Violations:** The Rental Agent and/or property owner shall promptly address any violation of Section 3-179.1 of the Land Development Regulations or any other legal requirement.
5. **Responsible Party:** The Rental Agent shall have the authority and be responsible for addressing and coordinating solutions to problems with the Vacation Rental 24-hours a day, 7-days a week, and able to be physically present at the property within two (2) hours of notification.
6. **Guest Register:** The Rental Agent/property owner shall maintain a register of all transient occupants.
7. **Sexual Offenders:** Rental is prohibited to any person on the Florida Sex Offenders and Predators database or any other database consistent with the provisions of Section 52-45 of the Town Code.
8. **Advertising:** Any advertising of the vacation rental by the owner on any service shall conform to information included in the vacation rental registration and the property's approval, and shall include at a minimum, identification of the maximum occupancy permitted on the property.



- 9. **Annual Registration:** All vacation rental registrations shall be renewed annually with the Town upon payment of the renewal fee and verification that there are no outstanding code violations on the property. Any violations must be corrected and any fines paid prior to renewal of the registration. All registrations shall expire on September 30 of each year.

Further, I understand that this application and any related approvals are specific to the property identified in this application; other properties or portions of properties are not jointly shared commodities and shall not be considered available for use by transient occupants of the property which is the subject of this application.

Property Owner Name (print): _____

Property Owner Signature: _____ Date:_____

Rental Agent Name (print): _____

Rental Agent Signature: _____ Date:_____

Section below must be completed by notary:

State of Florida
County of _____

Before me, on this _____ day of _____ (*month*), 20____, the foregoing authority personally appeared _____, who after being duly sworn, confirms they personally know the facts stated herein.

(Signature of Notary Public – State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____



APPLICATION CHECKLIST:

The following documents must be emailed to planninginfo@cutlerbay-fl.gov. If a document is missing or in the wrong format, your application will be rejected.

- Vacation Rental Registration Application
- Notarized Affidavit of Initial and On-Going Compliance: [Section 3-179.1](#) requires applicants to submit an affidavit attesting to compliance with the standards of this section, as well as any other applicable local, state, and federal laws, regulations, and standards, including, but not limited to [F.S. Chapter 509](#), and [Rules Chapter 61C and 69A](#) of the Florida Administrative Code.
- Proof of Ownership: _____ [M-D Property Appraiser](#) _____ Act of Sale _____ Other
- Sketch of Floorplan: Floorplan may be sketched by owner
- Copy of [State Department of Business and Professional Regulation license](#) (or exemption).
- Copy of [Florida Department of Revenue Registration](#)
- Copy of the rental/lease agreement: This rental/lease agreement shall be used for any transient occupancy and shall include the minimum transit occupant information contained in Section 3-179.1(f)(2) of the Town's Land Development Regulations.
- Evidence of Liability Insurance: This Certificate of Insurance shall provide language explicitly providing such coverage when the property is used as a vacation rental/short-term rental/transient lodging establishment.
- \$250 Registration Application Fee: Registration fees may be paid by check or credit card only. Credit card payments are accepted in person at the Planning and Zoning Department (10720 Caribbean Boulevard, Suite 110). Checks must be made out to the Town of Cutler Bay and may be delivered in person or mailed to the same address:
 - Town of Cutler Bay
Community Development Department
10720 Caribbean Boulevard, Suite 105
Cutler Bay, FL 33189

NOTE: If your application is rejected, you will be notified of the missing information or documents and will be required to resubmit the entire packet again to include the information and/or documents that were missing. If accepted, your applications will be processed within 5 business days.