

# 2016 SHORT TERM RENTAL LICENSE APPLICATION

City of Isle of Palms  
Post Office Drawer 508  
Isle of Palms, SC 29451

\*For rentals 90 days or less

Attn: Cathy Kennedy (843) 886-9912-Office      (843) 886-3585-Fax      ckennedy@iop.net

## A. GENERAL INFORMATION

- A.1. Rental Address: \_\_\_\_\_  
A.2. Name of Owner: \_\_\_\_\_  
A.3. Address of Owner: \_\_\_\_\_  
A.4. Property Management Company Or Owner Managed: \_\_\_\_\_  
A.5. Phone Number of Property Management Company \_\_\_\_\_  
A.6. Phone Number of Rental Unit \_\_\_\_\_  
A.7. 24-Hour Contact Phone Number for **OWNER**: \_\_\_\_\_

## B. RENTAL UNIT INFORMATION

- B.1. Number of Bedrooms: \_\_\_\_\_  
B.2. Square Footage of Rental: \_\_\_\_\_  
B.3. Year Built: \_\_\_\_\_  
B.4. Did Unit Have License on June 22, 2010? (Yes or No) \_\_\_\_\_  
B.5. Additions or Alterations Since 2010? (Yes or No) \_\_\_\_\_  
B.6. Maximum Overnight Occupancy: \_\_\_\_\_  
B.7. Maximum Number of Vehicles: \_\_\_\_\_

## C. FEE INFORMATION

- C.1. Estimated gross income (July 1, 2016 to June 30, 2017) \_\_\_\_\_  
C.2. Gross rental income rounded UP to next \$1,000: \_\_\_\_\_  
C.3. Amount in C.2. divided by 1000: \_\_\_\_\_  
C.4. Amount in C.3. minus the number 2: \_\_\_\_\_  
C.5. Amount in C.4. multiplied by the number 2.3: \_\_\_\_\_  
C.6. Amount in C.5. plus the number 175: \_\_\_\_\_  
C.7. Amount in C.6. or 175, whichever is greater \$ \_\_\_\_\_

**LICENSE FEE: AMOUNT IN C.7. or USE FEE SCHEDULE**

## D. VERIFICATION INFORMATION

- |  | <u>INITIAL HERE</u> | <u>ENTER ACCT #S</u> |
|--|---------------------|----------------------|
| D.1. If property is NEVER rented other than through the agent above: | _____               | _____                |
| D.2. Charleston County Accommodations Tax Account Number:            | _____               | _____                |
| D.3. South Carolina Accommodations Tax Account Number:               | _____               | _____                |
| D.4. Code Disclosure Form (Page 2) initialed by OWNER:               | _____               | _____                |
| D.5. Payment in the amount of C.7. is included:                      | _____               | _____                |

\_\_\_\_\_  
Owner's Signature & Date

\_\_\_\_\_  
Owner's Email Address

Read & initial each item below.

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**E. SHORT TERM RESIDENTIAL RENTAL BUSINESS LICENSE DISCLOSURE FORM**

**Instructions:** Read each item below and initial at the end of each section to verify you have read and understand the regulation governing short term rentals.

**E.1. Maximum Overnight Occupancy.** The maximum overnight occupancy of a residence (excluding children under the age of two (2) years shall be \_\_\_\_\_. \_\_\_\_\_ (Initial)

**E.2. Maximum Occupancy at Any Time.** At no time shall the total number of persons at a residence exceed forty (40) persons, including children. \_\_\_\_\_ (Initial)

**E.3. Maximum Number of Vehicles.** The maximum number of vehicles that may be located at a residence between the hours of 11:00 p.m. to 9:00 a.m. shall be limited to the greater of one vehicle per bedroom or one vehicle for every 2.5 people allowed under the maximum overnight occupancy. In no instance shall the number of vehicles allowed be less than two. \_\_\_\_\_ (Initial)

**E.4. Written Notice to be Posted in Residence.** A written notice provided by the City which contains information about certain ordinances generally impacting tenants of Short-term rentals shall be posted conspicuously and maintained in the unit by the owner and displayed at all times. \_\_\_\_\_ (Initial)

**E.5. Contact Information.** The owner shall maintain on file with the City, the current telephone number. If any of the residence and current 24-hour per day telephone numbers at which the City may contact the owner and the property manager, if you have one. \_\_\_\_\_ (Initial)

**E.6. General Penalty.** Any rental unit owner or person or entity in possession or control of a rental unit, who knowingly allows other persons or entities to violate or to continue to violate any provision of the City Code on the property of such owner, or who knowingly allows habitual violations of this Code to occur on the property is guilty of a misdemeanor and shall be punished by a fine not exceeding \$500, exclusive of court costs or imprisonment for a term not exceeding 30 days or both per the discretion of the municipal judge. Each day of any such violation shall constitute a separate offense. \_\_\_\_\_ (Initial)

**E.7. Revocation of License.** The City may revoke a license when a licensee has engaged in or allowed an unlawful activity or nuisance relating to the business; or licensee has demonstrated an inability or unwillingness to prevent licensee's tenants from engaging in unlawful activities or creating nuisances related to the business. \_\_\_\_\_ (Initial)