

# Proposed (DRAFT) LAPOA Short-Term Rental Registration Application

## Property & Owner Details

Rental Information	
Rental Address:	
Number of Bedrooms:	
Owner Information	
Owner Name:	
Mailing Address:	
City, State, Zip Code:	
Phone (Business/Mobile):	
Email:	

## Local Agent Information

*A Local Agent is an individual designated by the Licensee of a dwelling unit to oversee the short-term rental of a dwelling unit in accordance with this Chapter and to respond to calls from renters, concerned citizens, law enforcement, and representatives of the City. The Local Agent must be available to accept telephone calls on a 24-hour basis at all times that the dwelling unit is rented and occupied. The Local Agent must have a key to the dwelling unit and be able to respond to the short-term rental within sixty (60) minutes to address issues. The Local Agent shall be authorized by all owners to accept service of process upon all owners, jointly and severally, for civil infractions.*

Primary Agent	Secondary Agent
Name:	Name:
Address:	Address:
Phone:	Phone:

Email:	Email:
--------	--------

**Affirmations & Signatures**

I understand and agree to comply with the requirements of the LAPOA STR Rental Ordinance.

**Initial here:** \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SHORT-TERM RENTAL FEE SCHEDULE

Service Type	Fee Amount
Registration Fee	\$1000.00
Registration Late Fee	\$50.00
Registration Failure (1st Offense)	\$100.00
First Violation	\$100.00
Second Violation	\$250.00
Third Violation	\$500.00

## STR Rules and Regulations

### SHORT-TERM RESIDENTIAL RENTAL RULES & REGULATIONS

#### ARTICLE 1: SHORT-TERM RENTALS

The purpose of this section is to regulate short-term rentals by identifying units, lessening complaints (noise, litter, traffic), and assuring the preservation of residential character.

#### Section 2: Definitions

- **Dwelling Unit:** A self-contained unit designed for human occupancy providing complete living facilities.
- **Short-Term Rental Unit:** A property offering rental for compensation for not more than 28 consecutive days per tenant per calendar year.
- **Local Primary Agent:** An individual residing within 30 miles available 24/7 to respond to complaints.

#### SECTION 3: RENTAL CAPACITY & SAFETY STANDARDS

Owners must self-certify the following requirements (Initial each box):

- \_\_\_\_\_ **MAX OCCUPANCY:** Calculated as 2 persons per bedroom plus 2 additional (Maximum: \_\_\_\_\_). No guests may sleep in RVs or tents.
- \_\_\_\_\_ **PARKING:** I certify that all guest parking will be contained within the driveway. No street or lawn parking is permitted.
- \_\_\_\_\_ **FIRE SAFETY:** The home is equipped with at least two (2) 5lb ABC fire extinguishers (charged), a fire blanket and working Smoke & CO detectors on every floor.

- **\_\_\_\_\_ SEPTIC SYSTEM:** I certify the septic system is in good working order and was last inspected/pumped on: \_\_\_\_\_. (Proof Attached)
- **\_\_\_\_\_ LIABILITY INSURANCE:** I maintain a minimum of \$1,000,000 in liability insurance, the insurer must provide proof they are aware they are insuring a Short Term Rental (Proof attached).
- 

#### **SECTION 4: GUEST DISCLOSURE (THE "GOOD NEIGHBOR" PACKAGE)**

I agree to provide a physical "Guest Binder" or "Good Neighbor Guide" inside the home containing:

1. **LAPOA Rules & Regulations:** Specifically covering the pool, parks, and common areas.
2. **Rule of the Lake:** No-wake zones, invasive species boat wash requirements, and safety protocols for Buhl Lake.
3. **Quiet Hours:** Notice that quiet hours (10 PM - 7 AM) are strictly enforced by LAPOA and local authorities. **Note: Not sure if we can have this and enforce if we don't have it for the whole community but if we legally can we should have some quiet hour bounds**
4. **Trash Management:** Directions for secure trash disposal (No bags left outdoors due to wildlife).

#### **Section 4: General Standards**

1. **Permits:** Required for all units. Capped at x permits per calendar year. Permits do not transfer with property sales.
2. **Quiet Hours:** Observed nightly from 10:00 PM to 8:00 AM.
3. **Parking:** Must occur only in designated onsite spaces.
4. **Septic Systems:** Must be pumped at least once every three (3) years. Proof required for permit.
5. **Fire Safety:** Must meet safety standards (smoke/CO detectors, extinguishers). Building Department inspection required.
6. **Local Agent:** Owners must provide a 24/7 Local Point of Contact who can respond to the property within 60 minutes to resolve active complaints.
7. **External Safety Markers:** Reflective 911 Address Markers must be clearly visible from the roadway to ensure emergency services can locate the rental unit.

#### **Section 8: Violations - Enforcements**

Violations are deemed a nuisance per se.

- **First Violation:** \$100 fine.
- **Second Violation:** \$250 fine.
- **Third Violation:** \$500 fine and special board meeting review appearance.
- **Revocation:** Permits may be revoked after three separate violations in one calendar year. Revocation lasts for 12 months.

## **SECTION 5: OWNER AFFIRMATION & SIGNATURE**

I, the undersigned owner, affirm that the information provided is true and accurate. I understand that I am **strictly liable** for the actions of my guests. Failure to comply with LAPOA rules or receiving three (3) substantiated complaints within a 12-month period may result in the immediate revocation of this STR permit.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_