



CITY OF
MARATHON, FLORIDA
 Code Compliance Department

9805 Overseas Hwy, Marathon, FL 33050
 Phone (305) 289-4116 | code@ci.marathon.fl.us | www.ci.marathon.fl.us

Vacation Rental License Non-Refundable Fees

<u>New License Fee</u>	<u>Renewal Fee</u>	<u>Transfer Agent Fee</u>
1 Bedroom: \$1000	1 Bedroom: \$650	\$75
2-3 Bedroom: \$1100	2-3 Bedroom: \$750	
4+ Bedroom: \$1200	4+ Bedroom: \$850	

Application Date: _____

Property Owner:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Location Of Property:

Street Address: _____

Bedrooms: _____

For Office Use Only: Zoning: _____ Reviewed By: _____

Agent Name: (if not owner)

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

24-Hour Contact Person (Choose One) Manager Agent Caretaker Owner

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Alt Number: _____

All Applicants

- 1) The owner of the vacation rental is responsible for compliance with the provisions of this article, and the failure of a vacation rental agent to comply with this article shall be deemed noncompliance by the owner. (Section 8-13.)
- 2) Any license not renewed when due and payable is delinquent and shall be automatically void. The holder of a void license shall apply to the City in the same manner as a new vacation rental property license or vacation rental agent license and pay the new application fee. Once a license is void, no rental activity may occur on the property, and the property may not be advertised as a vacation rental. (Section 8-12. (c) (3))
- 3) The City of Marathon vacation rental property license number and the vacation rental agent license number shall appear on all forms of vacation rental unit advertising. Where advertised on the internet, the PLR number shall appear on the "home page" of the advertisement. (Section 8-15)
- 4) Maintain a list of registered tenants, the number of occupants which will be present during any occupancy, and the number, make and model of vehicles each tenant will have on site during each occupancy. This information shall be readily available upon request of any City employee or Sherriff's Deputy. (Section 8-14. (6))

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New License

- 1) Attach a property record or Recorded Warranty Deed.
- 2) Monroe County Business Tax Receipt in the owner’s name.
- 3) DBPR License in owner’s name. (If there is not a **Blanket DBPR License** with the Real Estate Agent) An initial inspection is required and must be approved prior to the issuance of a vacation rental license to be in compliance with the Uniform Fire Safety Code NPFA Life Safety Code 101. These inspections are performed by the City of Marathon Fire Department, and the City Fire Department will perform subsequent annual inspections upon renewal of the vacation rental license.
- 4) Attach a site plan of the property (may be hand-drawn & must include the measured dimensions) indicating the property lines, building’s driveway, parking area, drain field, and docks (if applicable). Also attach a floor plan of the dwelling indicating the gross square footage, number of total rooms, indicate bedrooms, bathrooms, kitchen, etc.
- 5) **Corporations only:** Attach a current Certificate of Good Standing.
- 6) Attach a valid and current Florida Department of Revenue Sales Tax identification certificate under Florida Statutes, Chapter 212 (Florida Tax Revenue Act) and a valid and current permit, license, or approval under Florida Statutes, Chapter 509 (Public Lodging Establishments).
- 7) Signature of the applicant (owner/agent) grants authorization to City of Marathon Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of license concerning compliance with Marathon City Code Chapter 8, Article II. Signature also certifies that owner/agent has read and examined this application and knows that same is true and correct.

Owner/Agent Name (Please Print)

Owner/Agent Signature

Date

NOTARY STATE OF _____	
COUNTY OF _____	
Before me, this ____ day of _____, 20____, personally appear _____ Who executed this foregoing instrument, and acknowledged before me that same was executed for the purposes therein expresses.	
<input type="checkbox"/> Personally Known or <input type="checkbox"/> Produced ID: _____	
_____ Signature of Notary Public – State of _____	_____ My Commission Expires:

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RENEWAL or TRANSFER of AGENT

The applicant must complete the following information for an application to be accepted for review thirty (30) days prior to expiration date. It is the applicant’s responsibility to notify the Code Department of any changes.

- 1) If the property layout has changed: Attach an updated site plan of the property (may be hand-drawn & must include the measured dimensions) indicating the property lines, building’s driveway, parking area, drain field, and docks (if applicable). Also attach a floor plan of the dwelling indicating the gross square footage, number of total rooms, indicate bedrooms, bathrooms, kitchen, etc.
- 2) Provide the Following Documentation:
 - a. Current DBPR License
 - b. Monroe County Business Tax Receipt
 - c. Florida State Tax Certificate
 - d. Certificate of Good Standing (For Corporations Only)
- 3) Signature of the applicant (owner/agent) grants authorization to City of Marathon Staff to inspect the premises of the vacation rental unit prior to the issuance of the vacation rental license and at any other time after issuance of license concerning compliance with Marathon City Code Chapter 8, Article II. Signature also certifies that owner/agent has read and examined this application and knows that same is true and correct.

Owner/Agent Name (Please Print)

Owner/Agent Signature

Date

NOTARY STATE OF _____	
COUNTY OF _____	
Before me, this ____ day of _____, 20____, personally appear _____	
Who executed this foregoing instrument, and acknowledged before me that same was executed for the purposes therein expresses.	
<input type="checkbox"/> Personally Known or <input type="checkbox"/> Produced ID: _____	
_____ Signature of Notary Public – State of _____	_____ My Commission Expires:

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Basic Vacation Rental Requirements

1. Vacation Rental Units are short-term (7 to 28 nights) rentals of residential dwelling units. Every vacation rental unit must have one kitchen and at least one working telephone (Land line).
2. Vacation rental units may have no more than two (2) persons per bedroom plus two (2) extra persons.
3. Short-term rentals require a Vacation Rental License from the City of Marathon. All fees are non-refundable.
4. A Monroe County Business Tax Receipt by the County Tax Department, a license from the State of Florida Department of Business and Professional Regulation, (DBPR) division of Hotels and Restaurants and Florida Department of Revenue Sales Tax identification certificate is required.
5. An inspection is required from the City Fire Department as part of the review of the Vacation Rental Determination and subsequent renewals.
6. All vehicles and trailers are required to be parked within designated areas and vehicle information must be provided upon request. No vehicles may be used for overnight accommodations.
7. Docked vessels may not extend beyond the property lines, may not be rafted together or create a navigation hazard. No vessels may be used for overnight accommodations.
8. Tenants shall not unnecessarily make or cause a noise disturbance between the hours of 10:00pm and 7:00 am.
9. All trash must be in covered containers (4 minimum) and may not be placed in the right of way except from 6:00 pm of the day prior to scheduled trash pickup, and removed from the right of way by the end of trash pickup day.
10. A written copy of all regulations must be signed by all adult tenants. The rental agreement shall contain the home address, phone number, manager's address and phone number, and the phone number of the rental unit. Either the property owner or property manager's contact number must be posted in the rental unit.
9. All tenants of vacation rental units are required to comply with MANDATORY EVACUATION at the posting of a hurricane warning.
10. All advertisements of Vacation Rentals in any medium must contain the vacation rental permit number (PLR) issued by the City of Marathon.

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