



1210 Hillsboro Mile  
Hillsboro Beach, FL 33062

**TOWN OF HILLSBORO BEACH**

Phone: (954) 427-4011  
Fax: (954) 427-4834

**Vacation Rental Registration Form**

(To Be Renewed By January 1<sup>st</sup> Each Year)

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

- \_\_\_\_\_ Annual Registration (Fee - \$750)
- \_\_\_\_\_ Registration Modification (Change in number of bedrooms, maximum occupancy, parking spaces, ownership or agent) (Fee - \$100)

**Property Address:** \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Agent** (Requires Property Owner written identification of Agent)

Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Agent Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Supporting Documentation**

- \_\_\_\_\_ Florida Dept of Business & Professional Regulation Transient Public Establishment License
- \_\_\_\_\_ Florida Dept of Revenue Certificate of Registration – Rental Tax Remittance
- \_\_\_\_\_ Broward County Evidence of Active Account – Rental Tax Remittance
- \_\_\_\_\_ Exterior site sketch of all structures, pools, spas, hot tubs, fencing, including delineation of each parking spot available to Vacation Rental
- \_\_\_\_\_ Interior building sketch by floor identifying all bedrooms, other rooms, exits, hallways, stairways and other features as applicable

**Maximum Occupancy (Except Grandfathered Properties)**

- \_\_\_\_\_ Number of bedrooms exceeding 99 square feet (Two occupants permitted per bedroom)
- \_\_\_\_\_ Number of bedrooms between 70 & 99 square feet (One occupant permitted per bedroom)
- \_\_\_\_\_ Maximum Permitted Occupancy (Sum of the above plus two, not to exceed eight)

**Maximum Occupancy (Grandfathered Property)** – (Through November 14, 2022)

- \_\_\_\_\_ Number of bedrooms (Two occupants permitted per bedroom)
- \_\_\_\_\_ Maximum Requested Occupancy
- \_\_\_\_\_ Maximum Occupancy Approved By Town
- \_\_\_\_\_ Verifiable written proof of the number of bedrooms (attached)
- \_\_\_\_\_ Verifiable written proof that residence was used as a Vacation Rental prior to November 14, 2017 (attached)

**Property Emergency 911 Outbound Landline Telephone Number:** \_\_\_\_\_

**Annual Inspection**

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Inspection Date & Time: \_\_\_\_\_

Reinspection Date & Time: \_\_\_\_\_

**Vacation Rental Agreements – Minimum Information Requirement**

I confirm that all rental agreements issued in conjunction with the Vacation Rental program include the following minimum provisions:

- a. Maximum occupancy of the Vacation Rental consistent with the Vacation Rental Registration.
- b. The maximum number of vehicles allowed to park at the Vacation Rental
- c. A statement that a sketch of the permitted off-street parking locations where tenant may park according to the Vacation Rental Registration and any other legal parking spaces available to the Vacation Rental will be posted at the Vacation Rental.
- d. A statement that rental occupants must promptly evacuate from the Vacation Rental upon posting of any evacuation order issued by state or local authorities.

Confirmed \_\_\_\_\_

Owner/Agent Initials

**Vacation Rentals – Posting Requirement**

I confirm that the following required information is posted in the Vacation Rental in a prominent location:

- a. The name, address and phone number of the Vacation Rental owner or agent.
- b. The maximum occupancy of the Vacation Rental.
- c. A copy of a Town-provided document providing excerpts from Town ordinances and resolutions that a tenant must be aware of to be in compliance while residing at the Vacation Rental.
- d. The maximum number of vehicles that can be parked at the Vacation Rental, including a sketch of the location of the off-street parking spaces.
- e. The days and times of trash pickup.
- f. The location of the nearest hospital.
- g. A building evacuation map next to the interior door of each bedroom.

Confirmed \_\_\_\_\_

Owner/Agent Initials

All above information is affirmed to be correct

\_\_\_\_\_  
(Signature – Owner / Agent)

\_\_\_\_\_  
(Printed Name)

Approved By: \_\_\_\_\_



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### **Town Code Relevant To Tenant Occupancy**

#### **Chapter 3 – Animals and Fowls**

- No person shall willfully place within reach of any domestic animal any substance that is harmful to such animal.
- It is unlawful to feed all species of fish within 1,500 feet of the mean high water line.
- All domestic dogs and cats present on a property must be vaccinated for rabies.
- The owner of any animal that bites another person must report the incident to the Town of Hillsboro Beach Clerk or Police Department within 24 hours of the incident.
- No unleashed dog or cat is permitted to be on another person's private property without that property owner's permission or to be on public property, including public beaches.
- It is unlawful to set at large any animal in an enclosure without the permission of the enclosure's owner.
- It is unlawful to permit any dog or cat to damage, despoil or destroy any property.
- It is unlawful to permit any dog or cat which howls, cries, yells, barks or growls to such an extent as to disturb the sleep, peace or tranquility of the community.
- It is unlawful to maintain a vicious dog on the property unless properly muzzled.

#### **Chapter 6 – Garbage**

- If the Town designates an accumulation of trash, refuse or other garbage on a property to be a health hazard, it must be removed within 48 hours.
- In case of storm, refuse containers must be secured to prevent property damage, injury or loss of life.
- Refuse containers should be placed out on the side of Hillsboro Mile for collection on Tuesdays and Fridays by 7:30 a.m.
- Litter being placed in public or authorized private receptacles must be done in a manner that it won't be blown away.
- Litter shouldn't be thrown from vehicles or otherwise deposited on public or private property or body of water unless properly deposited in designated receptacles.

#### **Chapter 7 – Miscellaneous**

- It is unlawful to start a bonfire or other exposed fire unless a written permit is obtained from the Police Department.
- Excessive false alarms will result in fines.
- Temporary parking of a recreational vehicle or boat trailer may not be for more than a four hour period within twenty-four hours and not between 9:00 p.m. and 6:00 a.m.
- It is unlawful to live in any vehicle.
- Utilization of watercraft within the Town of Hillsboro Exclusion Zone (Code of Ordinances Section 7-30) permissible only after registration with the Town Police Department.
- Upon declaration of an emergency by local officials, entrance into the area(s) defined by the declaration are prohibited except for emergency personnel.
- It is unlawful to create, maintain or otherwise cause any unreasonably loud, disturbing and unnecessary noises of such character, intensity and duration as to disturb the public peace and welfare and otherwise be detrimental to the life and health of any individual between 11:00 p.m. and 7:30 a.m. the following morning.