

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024 ♦ 706-485-5826 ♦ 706-923-2345 fax ♦ www.putnamcountyga.us

SHORT TERM VACATION RENTAL CERTIFICATE INFORMATION (FOR NEW APPLICATIONS)

Before anyone can offer short term vacation rentals to the public in Putnam County, they must obtain a Short Term Vacation Rental Certificate and complete an Occupation Registration.

Your application package includes the following:

- a) Information Page
- b) County's STR application (3 pages)
- c) Occupation Registration form (1 page)
- d) Letter of Intent
- e) Letter of Agency
- f) Lodging Tax Information
- g) Public Safety Information form
- h) SAVE Affidavit
- i) E-Verify Affidavit **if you have more than 10 employees you must complete this affidavit**
- j) E-Verify Exemption Affidavit
- k) Copy of the County's Short Term Vacation Rental Ordinance

The following must be submitted before we can consider your application:

- a) Completed STR application (all 3 pages signed and notarized)
- b) Completed Occupation Registration (signed)
- c) Letter of Intent (signed)
- d) Rental Agreement Example (with required language)
- e) Proof of Ownership
- f) Proof of Homeowner's Insurance
- g) Letter of Agency (if applicable)
- h) Public Safety Information form
- i) SAVE Affidavit (signed and notarized)
- j) E-Verify Affidavit **OR** E-Verify Exemption Affidavit (signed and notarized)
- k) Copy of Valid Driver's License
- l) Application Fee of \$25.00 for STR Certificate and \$125.00 for Occupation Registration (separate checks)

The application will not be accepted without all of the above documents.

The annual fee shall be paid at the time application is made for the certificate. No certificate will be issued until all required information has been submitted and approval has been received from the Tax Commissioner, Building Inspector and/or Fire Marshal, County Clerk, and Planning & Development Director.

The entire application package and complete instructions can also be found on the county web site www.putnamcountyga.us. All forms can be filled out on your computer, then printed, signed, and turned in.

RENEWALS

Short Term Vacation Rental certificates are renewable annually by December 31st. As a courtesy, by November 1st each year, we will send you an application, a copy of our current ordinances and instructions on how to renew your certificate. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CERTIFICATE IS RENEWED.**

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APPLICATION FOR SHORT TERM VACATION RENTALS IN PUTNAM COUNTY, GEORGIA

(A separate rental certificate shall be required for each establishment)

1. **Date of Application** _____

2. **Type of Certificate – please check one:**

New Renewal

3. **Annual Rental Certificate Fee per Establishment, \$25.00**

4. **Type of Lodging:**

Bed & Breakfast Boarding House Private Home

5. **Owner on Record of Dwelling Unit for which a certificate is sought:**

Full Legal Name* _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

*(If owner is not a natural person, use separate sheet to identify all partners, officers and/or directors of any such entity, including personal contact information.)

6. **Business Name (if applicable):**

Business Name _____

DBA Name (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

7. **Unit to be used as a short term vacation rental:**

Address _____

City _____ State _____ Zip Code _____

8. **Maximum occupancy** (this shall be the same number as advertised and marketed to potential renters by or on behalf of the owner: _____
*Owner shall not allow overnight occupancy to exceed the maximum capacity

9. **Who to contact if there are questions regarding the application:**

Name _____ Phone _____

Email _____

10. **Agent:** (if other than owner) *Please provide 24 hour contact information

[This person shall:

- a. Be reasonably available to handle any problems arising from use of the rental unit;
- b. Appear on the premises within 24 hours following notification from the Planning and Development Director, or his/her designee, of issues related to the use or occupancy of the premises;
- c. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
- d. Monitor the rental unit for compliance with the Putnam County Code of Ordinances]

Full Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

11. Owner agrees to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties.

12. Applicant must attach the following:

- A copy of the standard rental agreement form used between the owner and occupant(s). The agreement must contain the following language: "Occupant is obligated to abide by all of the requirements of the Putnam County ordinances, state and federal law, and such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied."
- Proof of the owner's current ownership of the short term vacation rental unit (i.e. deed, tax records, etc.)
- Proof of homeowner's insurance (must list the owner's name, address of rental unit, and policy dates.)

13. Applicant agrees that the rental certificate applied for by him/her shall not, when granted, become a civil contract between the applicant and the governing authority of the County, but shall operate purely as a rental certificate to the applicant, and said rental certificate may be revoked by the Board of Commissioners of said County at any time.

14. Applicant hereby acknowledges his/her duty to collect a hotel/motel tax and remit same to the County Clerk monthly on or before the 20th day of each succeeding month in which such taxes are collected. **Report is due (even if no rent is collected for the month) on or before the 20th day of the following month.**

15. Applicant herewith tenders the sum of \$25.00 as the rental certificate fee on the business proposed to be conducted by the applicant. Applicant asks that he/she be granted a rental certificate to operate the aforesaid business.



PUTNAM COUNTY PLANNING & DEVELOPMENT

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Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

OCCUPATION REGISTRATION

CALENDAR YEAR _____

BUSINESS NAME: _____

LOCATION: _____

MAP# _____ PARCEL# _____

TYPE OF BUSINESS: _____ ZONED: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX ID# _____ GA SALES TAX # _____

Number of Employee: Full Time _____ Part Time _____

Date business began in Putnam County _____

Solid Waste Contractor: _____

New Registration _____ Letter of Intent (Describe type of business) _____

Renewal _____

Transfer of Location _____

DOCUMENTS NEEDED:

- Copy of State License (If applicable)
- E-Verify & SAVE Documents Confirmation Form
- E-Verify Affidavit or E-Verify Exemption Affidavit (Required with initial application only)
- SAVE Affidavit Pursuant to O.C.G.A. (If submitting a copy of driver's license we must have a copy of the front and back of license.)

SOLE PROPRIETORSHIP _____ PARTNERSHIP _____ CORPORATION _____

If Partnership, please provide names & addresses of all partners.

If corporation, please provide names of officers and corporate address.

OWNER'S NAME _____

ADDRESS: _____

PHONE: _____

I hereby certify that I am the owner of the above business and that the above information is true and correct.

Signature of Registrant _____ Date: _____

FOR REGISTRATION PURPOSES ONLY

THIS IS NOT AN OCCUPATION/BUSINESS LICENSE OR APPLICATION FOR LICENSE.

OFFICE USE ONLY

FEES PAID: \$125.00 CK _____ CASH _____ CREDIT _____

CARD _____ RECEIPT# _____

EXPIRES: _____

Inspected by: Building Inspector _____ Date: _____

Approved by: P&D Director _____ Date: _____

Fire Marshall: _____ Date: _____



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LETTER OF INTENT FOR SHORT TERM VACATION RENTALS

I/We, the undersigned owner(s) of real property located in Putnam County, Georgia, do hereby state our intent is to rent our home to individuals or groups for the purpose of short term vacations (less than 30 days).

Address of rental home:

This _____ day of _____, 20_____.

Property owner(s):

Signature: _____

Printed Name: _____

Phone: _____

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LETTER OF AGENCY FOR SHORT TERM VACATION RENTALS

I/We, the undersigned owner(s) of real property located in Putnam County, Georgia, hereby appoint
_____ to be my/our Agent for the purpose
of applying for a Short Term Vacation Rental Certificate for the following address:

Attached hereto is proof of current ownership of the property to which this Letter of Agency applies.

The above named Agent hereby is authorized to complete and sign the application for a Short Term Vacation Rental Certificate on our behalf. We understand that this Letter of Agency will be attached to and made part of the application and will be relied upon by Putnam County. For and in consideration of Putnam County accepting this Letter of Agency, we hereby indemnify and hold harmless Putnam County and its agents and/or employees in the event that the above named agent should misuse this Letter of Agency and we suffer damages as a result.

This _____ day of _____, 20_____.

Property owner(s):

Signature: _____

Name: _____

Address: _____

Phone: _____

Sworn to and subscribed before me

this _____ day of _____, 20_____.

Notary Public (SEAL)

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DEPARTMENT OF REVENUE

IMPORTANT INFORMATION REGARDING LODGING TAXES

There are three types of taxes/fees that must be collected if you are renting your home for Short Term Rentals:

1. Putnam County is authorized to collect a Hotel-Motel Excise Tax in the amount of **8%** under O.C.G.A. § 48-13-51(b). This amount is to be remitted directly to the Putnam County Board of Commissioners.
2. In addition, the standard sales and use tax is separate from this excise tax and is to be remitted directly to the Georgia Department of Revenue. (The combined sales tax rate for Putnam County is **8%**. This is the total of state and county sales tax rates. The Georgia state sales tax rate is currently 4%. The Putnam County sales tax rate is 4%.)
3. The State of Georgia charges a state hotel-motel fee at \$5 per night on each calendar night a hotel room is rented until the rental becomes an “extended stay rental.” An “extended stay rental” is the rental of a hotel room for 31 or more consecutive days to the same customer. **This fee only applies to private homes with five (5) or more bedrooms.**

For Example:

Room Rate (per night)	\$99.00	
Hotel-Motel Tax-8%	\$7.92	Paid to Putnam County
Sales & Use Tax-8%	\$7.92	Paid to Georgia Department of Revenue
State Hotel Motel Fee	\$5.00 per night (if 5+ bedrooms)	Paid to Georgia Department of Revenue



PUBLIC SAFETY INFORMATION

The information requested in this form is for public safety purposes only. Frequently emergencies (i.e. burglary, fire, etc.) occur at business establishments after hours and it is imperative emergency personnel have the ability to contact business owners or employees. Information regarding hazardous materials will also be of great assistance to fire personnel in the event of a fire on the premises.

Business Name: _____

Street Address: _____

Business Telephone Number: _____

Does Business have an alarm system? Yes No

Name of Alarm Service: _____

Telephone Number of Alarm Service: _____

Does Business have video surveillance cameras? Yes No

Are hazardous materials (flammables, incendiaries, munitions, explosives, or biohazards) stored on business premises? Yes No

If yes, please list all hazardous materials:

Please provide location within building/premises where these materials are stored:

Name of electric utility company providing service to business: _____

Name of natural gas/propane gas vendor providing service to business: _____

List of after-hours contacts to be called in the event of an emergency at the business location:

Name: _____

Address: _____

Telephone #: _____

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SAVE Affidavit

(U.S. Citizens are only required to provide this affidavit one time)

By executing this affidavit under oath, as an applicant for a Putnam County Short Term Vacation Rental Certificate as referenced in O.C.G.A. § 50-36-1, from the Putnam County Board of Commissioners, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

Please check one box only

- 1) I am a United States citizen
- 2) I am a legal permanent resident of the United States
- 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1, with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant: _____

Printed Name: _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____

Notary Public Signature: _____

Affix Notary stamp/seal here

My Commission Expires: _____

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E-Verify Affidavit **(For Businesses that have more than 10 employees)** **(Required with initial application only)**

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify Number (must be a number between 4 and 6 digits): _____

Date of Authorization: _____

Name of Individual or Business: _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the _____ day of _____, 20____ in
_____ (city), _____ (state).

Signature of Owner, Authorized Officer or Agent: _____

Printed Name and Title of Owner, Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public Signature

Affix Notary Stamp/Seal here

My Commission Expires: _____

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E-Verify Exemption Affidavit **(For Businesses that have 10 or less employees)** **(Required with initial application only)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs fewer than eleven employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90.

Name of Business or Individual: _____

Address: _____

City, State, Zip Code: _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the _____ day of _____, 20____ in
_____ (city), _____ (state).

Signature of Owner, Authorized Officer or Agent: _____

Printed Name and Title of Owner, Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public Signature

Affix Notary Stamp/Seal here

My Commission Expires: _____



PUTNAM COUNTY CODE OF ORDINANCES

APPENDIX D

SECTION 1: That Appendix D, Short Term Vacation Rental, is hereby included in the Code of Ordinances, Putnam County, Georgia and shall read as follows:

Sec. 1. – Short Title

This ordinance shall be titled the “Putnam County Short Term Vacation Rental Ordinance.”

Sec. 2. – Definitions

For the purpose of this ordinance, the following terms, phrases, words and derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely dicta.

- a. *Short Term Vacation Rental.* Short term vacation rental means an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days. Short term vacation rental shall not include any residential dwelling unit not regularly offered for rental, which shall be defined as any residence offered for rental less than 14 days in any given calendar year. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living or other lodging uses.

Sec. 3 – Regulations for short term vacation rentals.

Short term vacation rentals may be offered to the public for rental following issuance of a short term vacation rental certificate, receipt of an occupation tax certificate, and payment of any and all applicable state and county taxes. Any taxes owed to the County as a result of any hotel motel tax shall be paid to the County Clerk and any failure to remit the same or to register pursuant to this Ordinance shall be subject to the penalties included in Section 54-38 of these Code of Ordinances. Owners shall also insure occupants do not disrupt or interfere with rights of adjacent property owners to quiet enjoyment of their property and shall adhere to the following requirements:

- a. Owners shall not allow occupants to violate any federal state, or local law, statute, rule or ordinances, including, but not limited to, Sections 29-1 and 32-20.

- b. Owners shall not allow overnight occupancy to exceed the maximum capacity specified in the rental certificate.

Sec. 4 – Application; fee.

- a. An application for a short term vacation rental certificate shall be submitted, under oath, on a form specified by the Planning & Development Director, or their designee, accompanied by a \$25.00 non-refundable application fee as set forth by the Board of Commissioners, which shall include at a minimum the following information or documentation:
 - 1. The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a certificate is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information;
 - 2. The address of the unit to be used as a short term vacation rental;
 - 3. The name, address, telephone number and email address of the short term vacation rental agent, which shall constitute his or her 24 hour contact information and who shall:
 - a. Be reasonably available to handle any problems arising from use of the short term vacation rental unit;
 - b. Appear on the premises within 24 hours following notification from the Planning and Development Director, or his/her designee, of issues related to the use or occupancy of the premises.
 - c. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
 - d. Monitor the short term vacation rental unit for compliance with this chapter;
 - 4. The owner's sworn acknowledgment that he or she has received a copy of this section, has reviewed it and understands its requirements;
 - 5. The owner shall state the maximum occupancy for the residence, which shall be the same number as advertised and marketed to potential renters by or on behalf of the owner.
 - 6. The owner's agreement to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt the

neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;

7. A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the requirements of the chapter, and other Putnam County ordinances, state and federal law, and that such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied;
 8. Proof of the owner's current ownership of the short term vacation rental unit; and
 9. Proof of homeowner's insurance;
- b. Registration under this code section is not transferrable and should ownership of a short term vacation rental change, a new application is required, including application fee. In the event of any other change in the information or facts provided in the application, the holder of the short term rental certificate shall amend the filed application without payment of any additional application fee.

Sec. 5 – Review of application.

Review of an application shall be conducted by the Planning and Development Director, or their designee, in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this chapter, or otherwise fails to demonstrate the ability to comply with local, state, or federal laws. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications. A certificate shall not be issued unless the owner demonstrates compliance with the applicable codes.

Sec. 6 – Violations; revocation.

- a. In any instance in which use of the short term rental by a guest results in a violation of these ordinances, or any other ordinance of Putnam County, notice of such violation shall be provided to the short term vacation rental agent. Failure to remedy any notice of violations may result in the issuance of a citation, which shall be prosecuted pursuant to this Code. Upon a conviction of violation, the Planning & Development Director may revoke the short term vacation rental certificate and reject all applications for the subject premises for a period of 12 consecutive months.
- b. Short term rentals occurring on or after January 1, 2019 without a valid rental certificate shall constitute a violation of this Chapter and shall be subject to a minimum fine of \$250.00. Each occurrence shall constitute a separate offense.

- c. Nothing in this Ordinance shall be construed to limit any action by the Putnam County Health Department to seek the remediation of any dangerous condition at the short term vacation rental or to take any action seeking to protect and preserve against any threat to public safety.

Sec. 7 – Appeal Rights.

A person aggrieved by the Planning & Development Director’s decision to revoke, suspend or deny a short term vacation rental certificate may appeal the decision to the County Manager. The appeal must be filed with the County Manager’s office in writing, within 30 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. A decision from the County Manager shall be rendered within 5 business days of receipt of the appeal, and may hold any administrative hearing deemed necessary in consideration of the appeal.

SECTION 2: That any ordinances or resolutions as adopted by this Board which are in conflict with these ordinances are hereby repealed and rendered ineffective.