



SHORT-TERM RENTAL APPLICATION

Instructions:

1. The owner must sign and initial the application form (digital signatures accepted).
2. If the owner is an LLC or corporation or any other registered business entity, the articles of incorporation, or the equivalent, validating the principal name and contact information must be provided.
3. Attach a sketch of the floor plan (including dimensions) of the Galveston County Appraisal District Living Area Square Footage of the Short-Term Rental. Only the square footage included in the Galveston County Appraisal District Living Area Square Footage will be considered in determining maximum occupancy. **This sketch can be handwritten with estimated dimensions.**
4. Attach a sketch of the property showing the location of the maximum number of vehicles that may be legally parked on the real property, on improved surfaces without encroaching onto streets, sidewalks or alleys, other public rights-of-way, or public property. **This sketch can be handwritten with estimated dimensions.**
5. For new Short-Term Rental Registrations Include \$250 non-refundable administrative fee payable to the City of Jamaica Beach with the completed application form.

Date Submitted _____ Check Number _____

6. If you already have an existing City of Jamaica Beach STR Registration number, please complete this form and return by January 12, 2024. The \$250 Administrative Fee is not required.
STR _____
7. If any item is left blank on the application form, if the sketches are not attached or if the \$250 non-refundable application fee is not paid, the processing of the application will be delayed.
8. Owner is responsible to work with the City of Jamaica Beach Staff to resolve any questions on the submitted application. After 15 days, the application is null and void.

Galveston County Appraisal District information can be found at <https://galvestoncad.org/>



SHORT-TERM RENTAL PROPERTY DETAILS

A. Short-Term Rental Property Address: _____

B. Galveston County Appraisal District (GCAD) Property Number: _____

C. GCAD Property Land Sq. Ft. _____

D. GCAD Living Area Sq. Ft. _____

E. Number of Qualified Bedrooms within GCAD Living Area Sq. Ft. _____

F. Maximum Occupancy for the short-term rental is based on which ever is less:

A) TWO (2) PERSONS PER QUALIFIED BEDROOM(S) PLUS FOUR (4) ADDITIONAL PERSONS

Enter Two Persons Per Qualified Bedrooms Plus Four (4) Additional Persons: _____

(Example: 3 Qualified Bedrooms multiplied by 2 and then add 4 additional persons equals 10)

B) GALVESTON COUNTY APPRAISAL DISTRICT LIVING AREA SQUARE FOOTAGE DIVIDED BY 150 SQUARE FEET ROUNDED UP.

Enter Galveston County Appraisal District Living Area Square Footage divided by 150 square feet rounded up: _____

(Example: 1,520 square feet divided by 150 rounded up equals 10.13 or 11 rounded up.)

Maximum Occupancy Requested - Enter which ever is less: _____

G. Number of On-Site Parking Spaces Available: _____



OWNER INFORMATION (If an LLC or corporation, please attach articles of incorporation, or the equivalent, validating the principal name and contact information.)

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Phone Number: _____

MANAGEMENT/OPERATOR INFORMATION

Contact Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Phone Number: _____

LOCAL 24/7 CONTACT INFORMATION (must be available 24/7 to respond within 60 minutes)

Contact Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Phone Number: _____

Owner Applicant agrees to operate the Short-Term Rental in compliance with all laws and ordinances of the City of Jamaica Beach and specifically the Hotel Occupancy Tax 97-4 and 2003-4 and the Short-Term Rental Ordinance 2023-11 that govern the operation and requirements for a Short-Term Rental Permit:

(Please initial each statement as evidence of understanding and compliance.)

_____ Owner is responsible and acknowledges receipt of Hotel Occupancy Tax regulations, including but not limited to the collection, reporting, and paying of Hotel Occupancy Taxes to the City of Jamaica Beach, set forth in the City of Jamaica Beach Hotel Occupancy Tax Ordinances 97-4 and 2003-4.



_____ Owner is responsible for Hotel Occupancy Tax (HOT) of 9% that is due to the City of Jamaica Beach quarterly on the 15th of the month following the quarter end (due April 15, July 15, October 15 and January 15).

_____ Owner acknowledges that the City Administrator shall have the power to collect the Hotel and Occupancy Tax and shall upon notice of 15 days have access to books and records necessary to enable determination of the correctness of any report filed and the amount of taxes due.

_____ Owner acknowledges that the City is authorized to take legal action and bring suit against any person who has failed to file a report, filed a false report, or failed to pay the Hotel Occupancy Tax when due.

_____ Owner is responsible and acknowledges receipt of the Short-Term Rental Ordinance 2023-11 that governs the operation and requirements for a Short-Term Rental and agrees to comply with all provisions of this ordinance as a condition to receiving and maintaining a Short-Term Rental Registration Number.

_____ Owner acknowledges that violation of the Short-Term Rental Ordinance 2023-11 may lead to the revocation of a Short-Term Rental Registration Number at the City Council's discretion.

_____ Owner agrees to operate the short-term rental property in compliance with the zoning regulations prescribed for the zoning district in which the Short-Term Rental is located as set forth in Section 11-700 Use and Regulations of the City of Jamaica Beach Zoning Ordinance 2019-7.

_____ Owner is responsible to ensure that during any period when a Short-Term Rental is occupied or intended to be occupied by Guests, the Local Contact Person shall be available 24 hours per day via telephone or in person for the purpose of responding within 60 minutes of being notified of concerns or requests for assistance regarding the condition or conduct of Guests of the Short-Term Rental. The Local Contact Person shall take immediate remedial actions as needed to resolve such concerns or requests for assistance.

_____ Owner is responsible to ensure that all advertisements that promote the availability of a Short-Term Rental, listed in any medium, including but not limited to newspaper, magazine, brochure, website, or mobile application, shall include the Short-Term Rental Registration Number and Maximum Occupancy listed on the Short-Term Rental Registration Certificate issued by the City of Jamaica Beach.

_____ Owner is responsible to post the City of Jamaica Beach Short-Term Rental Registration Certificate within the Short-Term Rental near the front door and to provide each guest the information outlined in the section below.

_____ Owner is responsible to notify the City within twenty (20) calendar days, in writing, of any changes to information submitted as part of a Short-Term Rental Registration application.



_____ Owner is responsible to renew the Short-Term Rental Registration Number after twelve (12) months. The Short-Term Rental Registration Number will expire if not renewed within sixty (60) days after the expiration date. If the registration number expires, a new registration application and \$250 non-refundable application fee to register the Short-Term Rental will be required to be approved by the City of Jamaica Beach and a twelve month (12) Operation Fee paid before operation of the Short-Term Rental can commence.

_____ Owner acknowledges that the Short-Term Rental Registration Number shall be revoked by the City for six (6) months upon conviction of more than three (3) total violations of Ordinance 2023-11, Ordinance 97-4, and Ordinance 2003-4 in any combination within a twelve (12) month period. During the six (6) month revocation period, the Short-Term Rental cannot operate. After the six (6) month revocation period, a new application and \$250 non-refundable application fee to register the Short-Term Rental will be required to be approved by the City of Jamaica Beach and the twelve (12) month Operation Fee paid before operation of the Short-Term Rental can commence.

_____ Owner acknowledges that any violation of the Short-Term Rental Ordinances is a Class C Misdemeanor Offense, and upon conviction, shall be punished by a fine not to exceed five hundred dollars (\$500.00) per offense. Each day shall constitute a separate offense.

_____ Owner acknowledges that the Short-Term Rental Registration Number expires upon change of ownership.

_____ Owner acknowledges that the Short-Term Rental Registration Number will expire if the City does not receive the required amount of Hotel Occupancy Tax payments within six (6) months of a verified rental of the corresponding Short-Term Rental property.

_____ Complaints related to the operation of a Short-Term Rental, including but not limited to complaints concerning noise, garbage, parking, and disorderly conduct by Guests, shall be reported to the Jamaica Beach Police Department. Each complaint will be investigated, and proper legal action will be taken. All investigative findings will be covered with the owner or operator of the Short-Term Rental.

_____ Owner acknowledges that the short-term rental agreement between the Owner/Operator of the Short-Term Rental Unit and the renter must contain terms specifying the maximum allowed occupancy as listed on the Short-Term Rental Registration Certificate issued by the City of Jamaica Beach.

_____ Attach a sketch of the floor plan (including dimensions) of the Galveston County Appraisal District Living Area square footage.

_____ Attach a sketch of the property showing location of the maximum number of parking spaces.



Fire Safety Attestation

I, _____, (PRINT Legal Owner/Representative Name) attest that I have installed smoke alarms in this property in compliance with the International Fire Code as adopted by the City of Jamaica Beach.

I further confirm that the smoke alarms are regularly inspected and maintained to ensure they are functioning. In case of issues or malfunctions, immediate steps will be taken to address and rectify the situation to ensure the safety and well-being of the occupants.

I understand the critical importance of maintaining a safe living environment for short-term rental guests and acknowledge that failure to comply may result in serious risks to life and property.

By signing and dating below, I affirm the accuracy of the information provided in this attestation.

Signature

Date

OWNERS ACKNOWLEDGEMENT TO PROVIDE WRITTEN NOTIFICATIONS TO GUESTS OF THE FOLLOWING: (Please initial each statement as evidence of understanding and compliance.)

_____ Written notification to guests regarding disposal of garbage and handling of garbage containers for trash handling:

- All trash containers should be set out for collection prior to 8:00am on Mondays and Thursdays to guarantee pick-up that day.
- Please help to keep our neighborhoods free of trash and litter by deterring animals and birds from accessing the trash contents.
- No white trash bags visible.
- All white trash bags should be placed in a securely sealed trash container.
- Black plastic bags are permissible to be left outside of a trash container if they have adequate thickness to resist damage by animals and birds.
- Each container or black bag should not exceed a size of 64 gallons or a weight of 50 pounds.
- A maximum of four trash containers can be placed out for collection. Example: Two trash containers and Two Black Trash Bags.



_____ Written notification to guests prohibiting unreasonably loud, disturbing, or unnecessary noise.

_____ Written notification to guests regarding the use of the City of Jamaica Beach Marina:

- Use is by permit only to launch or remove a watercraft or to park at the Marina and on Basin Drive.
- All permits must be obtained at City Hall and will be issued only to homeowners, residents and guests of homeowners and residents.
- It is unlawful to park recreation vehicles or non-attached trailers at any time by any person.
- It is unlawful for any person to park any vehicles or trailers at the Marina for more than 24 consecutive hours.

_____ Written notification to guests regarding the use of golf carts or other slow-moving vehicles:

- Licensed drivers and subject to all traffic laws.
- Do not operate on FM 3005 other than crossing FM 3005 at Buccaneer (north/south) to get to the beach.
- Must have proper lighting and safety equipment and license plates registration.
- The maximum speed on streets is 25 mph and 10 mph on the beach.

_____ Written notification to guests regarding the use of the beach:

- Put Trash in its place! Please help to keep our beaches clean.
- NO GLASS containers on the beach.
- Canopies, pop-up tents, umbrellas, beach chairs and other gear cannot be left unattended on the beach between sunset and sunrise. Anything left unattended will be removed and discarded.
- Stay off the Dunes as they are in a constant state of replenishment.
- No walking or parking on the dunes or vegetation area.
- No Camping on the beach.
- No Campfires on the beach.
- Leash law enforced at all times

_____ Written notification to guests regarding vehicular traffic and parking on the beach:

- No Parking within 25 feet of the water.
- Park perpendicular to the dunes.
- 10 Miles per hour Speed Limit Strictly Enforced.
- No RVs or Trailers allowed on the beach.
- Beginning the second Saturday of March until the Tuesday after Labor Day: Designated areas of the beach are closed to vehicular parking (dune side parking only) from 12:01 AM Saturday until 6:00 PM Sunday and on all legal holidays.



For more information, please visit the **Short-Term Rental Owners' page** on the City of Jamaica Beach Official Website at <https://www.jamaicabeachtx.gov/services/short-term-rental-owners>

Please share with your guests the link to the **Visitors page** on the City of Jamaica Beach Official Website at <https://www.jamaicabeachtx.gov/services/visitors>

OATH OF APPLICANT:

I DECLARE THAT I AM THE OWNER OF THE PROPERTY AND HAVE READ THE FORGOING APPLICATION AND ALL THE INFORMATION THERIN IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THE CONDITIONS STATED HERIN HAVE BEEN MET.

Printed Name

Title

Signature

Date

Please drop off completed form and check at Jamaica Beach City Hall or mail to:

City of Jamaica Beach
Attention: Short-Term Rental
5264 Jamaica Beach
Jamaica Beach, TX 77554