



# New Short-Term Rental Application

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Updated FEB 2025

## NOTICE TO APPLICANT

- Complete Application.** Applications must be completed in their entirety, including the attached Code Compliance Affidavit. The affidavit must be notarized.
- Provide Identification.** Attach a copy of at least one (1) secure and verifiable document (driver's license, passport, or I-551 permanent resident card). See the link for a complete list of acceptable forms of identification: <https://law.ga.gov/immigration-reports>
- Make an Appointment.** Applications may be mailed, emailed, or delivered in person. Business Registration is located on the second floor of City Hall and can be reached at (912) 748-7261, Ext. 119 or at [finance@pooler-ga.gov](mailto:finance@pooler-ga.gov).
- Make Payment.** Payment for registration fees can be made in person, via mail, or over the phone with a debit/credit card. If applying after July 1 of any calendar year, the fees are prorated for the remainder of the year.
- Await Review.** Upon submission and payment, applications will be reviewed by the Planning & Development Department.
- Await Approval.** Upon final approval, licenses and short-term rental certificates will be both emailed and mailed to the addresses provided in the application. Please allow up to sixty (60) days to process applications.

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ License: \_\_\_\_\_  
Zoning Acceptable Use:  Y  N  N/A Meets Distance Requirement:  Y  N  N/A  
Zoning Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Business Type

Check One:  Home-Based Lodging  Home-Based Lodging, Hosted

\_\_\_\_\_  
Rental Property Address

\_\_\_\_\_  
Rental Property Parcel Number

\_\_\_\_\_  
Rental Property Zoning

## Contact Information

\_\_\_\_\_  
Rental Property Owner Name

\_\_\_\_\_  
Owner Phone



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Owner Address

Owner Email

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Agent Name (if different from above)

Agent Phone

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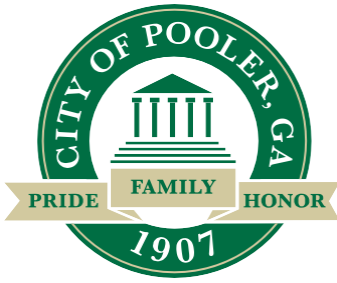
Agent Address

Agent Email

## Required Documents

Attach the following required documents using the checklist below.

1. \_\_\_\_\_ Building floor plan with the proposed number of sleeping accommodations and in which rooms those sleeping accommodations will be provided.
2. \_\_\_\_\_ A site plan or drawing of the property showing the number and location of off-street parking spaces allotted to the premises. On-street parking is prohibited.
3. \_\_\_\_\_ A copy exemplar rental agreement, which shall consist of the form of documents to be executed between the short-term rental owner or agent and short-term rental guest(s), which shall contain the following provisions, and which shall be posted inside the short-term rental:
  - a. The guest(s)' agreement to abide by all of the requirements of this article, any other City of Pooler ordinances, state, and federal law and acknowledge that his or her rights under the agreement may not be transferred or assigned to anyone else.
  - b. The guest(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the City's noise ordinance, Section 42-117.
  - c. The guest(s)' acknowledgement and agreement that violation of the agreement or this article may result in immediate termination of the agreement and eviction from the short-term rental by the owner or agent, as well as the potential liability of fines levied by the City.
  - d. The guest(s)' acknowledgement on the maximum occupancy of the short-term rental, and if available, the maximum number of vehicles allowed to be parked on the premises and location of on-site parking.
  - e. The guest(s)' acknowledgement and agreement that they have read and will abide by the standards of the Good Neighbor brochure.
4. \_\_\_\_\_ Proof of ownership of the short-term rental, and proof of residence as applicable.
5. \_\_\_\_\_ When submitting application for a Home-Based Lodging, Hosted, provide proof of an approved homestead exemption form through Chatham County or in lieu of a valid homestead exemption, a notarized affidavit and supporting documentation establishing proof of residency that the primary



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dwelling unit is the legal residence of the resident. The supporting documentation must be submitted in the form of two of the following:

- a. copy of a valid Georgia Driver's License or Georgia Identification Card
  - b. copy of registration for vehicles owned by and registered in the name of the applicant
  - c. copy of Chatham County Voter's Registration Card
  - d. copy of previous year's W-2 Form or internal Revenue Service tax Return
  - e. City of Pooler utility bill
6. \_\_\_\_\_ Proof of insurance for the premises of the short-term rental and documentation from the insurance company that the policy covers the property specifically as a short-term rental.
7. \_\_\_\_\_ Proof that all single-family residential property owners directly adjacent to the short-term rental have been notified of the proposed use. Notification shall be issued by the short-term rental applicant in writing and shall include:
- a. Street address of the proposed short-term rental
  - b. Name of the property owner(s)
  - c. Name of rental agent and contact information

A copy of said notification shall be included with the application.

8. \_\_\_\_\_ Code compliance affidavit providing written certification from the short-term rental agent agreeing to perform all duties specified in Sec. 26-215.
9. \_\_\_\_\_ Application fee
10. \_\_\_\_\_ Copy of active Georgia Business License, if not applying for one with the City of Pooler

## Affidavit

I, the undersigned, certify that I have read, examined, and completed this application and certify that all the information pertained in this application is true and correct.

Applicant Name	Applicant Signature	Date
Notary Name	Notary Signature	Commission Expiration
Notary Seal		