



SHORT TERM RENTAL LICENSE APPLICATION

Please complete ALL sections. This application must be uploaded via BS&A portal.

I. PROPERTY INFORMATION		
Address of Short-Term Rental Location		
Dwelling Type: (Check only one)		
<input type="checkbox"/> Primary Structure (Single Family Only)	<input type="checkbox"/> Habitable Accessory Structure (Requires approved and issued Special Use Permit from East Point PCD)	
Provide brief explanation of proposed use of property or describe intent of this request:		
Total Number of Rooms: _____	Total Number of Guest Rooms: _____	Total Number of Bathrooms: _____
# of Parking Spaces for Lodgers: _____	<input type="checkbox"/> Parking Spaces are provided by shared location.	<input type="checkbox"/> Location is bound by Homeowner's Association Covenant(s).
II. TYPE OF LODGING (Check Only One)		
<input type="checkbox"/> Home Stay (\$75.00 Fee) <i>The owner of the dwelling lives at primary dwelling as primary residence and acts as "Home-Stay" host while rooms other than owner's main room is available for lodgers.</i>	<input type="checkbox"/> Whole House (\$150.00 Fee) <i>The whole dwelling is available for use by lodgers without owner of property residing at location. (A City of East Point Business License must be applied for and issued also for business owner(s).)</i>	
III. APPLICANT INFORMATION (ID Required)		
APPLICANT'S PERSONAL NAME:		
Personal Address:	State:	Zip:
Email:	Phone:	Alternate:
BUSINESS NAME:		
Business Address:	State:	Zip:
Email:	Phone:	Alternate:
IV. OWNERS / OFFICERS / PARTNERS INFORMATION (Id Required of All persons listed below)		
1. <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Other:	SS#:	
Name:	Date of Birth:	DL# & State:
Personal Address:	State:	Zip:
2. <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Other:	SS#:	
Name:	Date of Birth:	DL# & State:

Personal Address:		State:	Zip:
3. <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Other:		SS#:	
Name:	Date of Birth:	DL# & State:	
Personal Address:		State:	Zip:
4. <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Other:		SS#:	
Name:	Date of Birth:	DL# & State:	
Personal Address:		State:	Zip:

V. REQUIRED APPLICANT AND NOTARY SIGNATURES

I do hereby swear or affirm the information provided herein is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Applicant Signature

Applicant Name _____ (Please Print) _____ Signature of Applicant _____ Date Signed

Notary Signature

Before me personally appeared, the above-named applicant who says that he/she executed the above statement of his/her own free will and accord with full knowledge of the purpose thereof.

Sworn to me and subscribed in my presence this _____ day of _____, _____

Notary Public Signature _____ Commission Expires (SEAL)

Next Steps and Documents that will be required:

1. Complete this application and submit this via BS&A portal: <https://www.bsaonline.com/?uid=2757>
 - Setup user account and login with account
 - Select "Apply for Short Term Lodging License" after clicking "Apply for Permit" and putting in address location.
2. Submit by uploading when requested the necessary and applicable documents:
 - This completed, signed and notarized application.
 - Proof of Ownership of property: Deed and Utility Bill.
 - If dwelling is Habitable Accessory Structure, copy of approved Special Use Permit issued by City of East Point.
 - Current Business License issued by City of East Point (for Whole House Lodging).
 - Site plan of property indicating which structure lodgers will be dwelling and available parking for lodgers.
 - Floor plan of dwelling showing layout of rooms and bathrooms.
 - Proof of Liability Insurance.
 - Proof of any shared parking plan or rental of spaces upon which applicant will rely for the parking of lodgers.
 - Signed and Notarized "Affidavit" by applicant providing sworn statement that Short-Term Lodging **IS NOT PROHIBITED** under the covenants of the HOA / Subdivision.
 - Copy of Written Agreement to be used with lodgers.
 - ID of Applicant and all Owners of the property.