Residential Rental Registration



CITY OF PALM COAST

160 Lake Avenue— Suite 141
Palm Coast, FL 32164
Phone# 386.986.3764 — City website palmcoastgov.com



City of Palm Coast Residential Rental Registrations

The Residential Rental Registration Ordinance requires registration of all residential rental properties located within the City of Palm Coast. There are several exemptions to this Ordinance such as properties that have on-site property management and maintenance, hotels, motels, rooming houses, resort dwellings, bed & breakfast inns, manufactured housing developments, apartment units and condominium units. Duplex units in which the owner resides on-site are also exempt. ***The term "absentee landlord" means an owner of residential rental property who does not live within the jurisdictional limits of Flagler County and Counties abutting Flagler County (Volusia, Putnam & St. Johns.)*** In the event that an owner of residential rental property is an absentee landlord, upon registration of his/her/its residential property or properties, the said absentee landlord shall include the **name, address and telephone number(s) and other contact information** pertaining to an authorized local designated representative.

One form must be completed for each rental property. The "additional" registration form is provided for use by ***owners of multiple residential rental properties within Palm Coast.*** The cost of registering residential properties is $37.15 per unit. A single family dwelling is one unit and a duplex dwelling is two units.

Forms may be obtained online at the City website, palmcoastgov.com. On the home page, left-hand side find "Government" click on that then on "City Departments" then "Code Enforcement" and both forms are listed.

To find the City Codes and Ordinances regarding Rental Registrations, go to the City website and find "Government" - click on this and then on "City Codes & Ordinances" Go to Section 17 "Community Development" and then 17-39.

Faxed forms will not be accepted. Payment must be received with the registration form(s)

Residential Rental Property Registration Form

(In Accordance with City of Palm Coast Code Section 17-39)

Rental Address: _____
Palm Coast Street Address: _____
Type of Location □Single Family □Duplex Other _____
Number of Units_____

Local Agent Section (Must be filled out for all **absentee** landlords not living within Flagler, Volusia,
Putnam or St. Johns County)
Company Name_____Business Tax#_____
Individual Name*_____
Address (No P.O. Box #'s)_____
Mailing Address (If different)_____
City_____State_____Zip_____
Day Phone#_____Cell Phone#_____Fax#_____
Email Address_____
***Only when an individual; not a company; is acting as the local agent**

Owner Section
Owner Name: _____
Owner Address (**No P.O. Box #'s**)_____
City: _____State: _____ Zip: _____
Day Phone#: _____Cell Phone # : _____
Fax#: _____
Email Address: _____

I certify that the information given above is true and correct to the best of my knowledge. I acknowledge that I am familiar with the provisions of all codes and ordinances applicable to residential rental properties. (Codes and Ordinances may be found on the City website)

Signature: Owner/Local Agent: _____ Date: _____

Return Form with the correct amount of money required to :
City of Palm Coast, Rental Registration — 160 Lake Avenue —Suite 141
Palm Coast, FL 32164Phone # 386. 986. 3764 — City Website palmcoastgov.com —

Additional Residential Rental Property Registration

(Additional Properties Owned by the **same Owner** as listed on Page –1)

Owner Name _____

Local Agent Name _____

Rental Address#2

Palm Coast Street Address: _____

Type of Location □Single Family □Duplex □Other _____

Number of Units _____

Rental Address#3

Palm Coast Street Address: _____

Type of Location □Single Family □Duplex □Other _____

Number of Units _____

Rental Address#4

Palm Coast Street Address: _____

Type of Location □Single Family □Duplex □Other _____

Number of Units _____

Rental Address#5

Palm Coast Street Address: _____

Type of Location □Single Family □Duplex □Other _____

Number of Units _____

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