

Introduced by: Council Present

AN ORDINANCE AMENDING CHAPTER 400, CREATING A NEW ARTICLE XIII, SHORT TERM RENTALS (STR) AND REGULATIONS OF RESIDENTIAL SINGLE FAMILY HOMES WITHIN THE CITY OF BERKELEY, TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF

WHEREAS, on October 1, 2018 a local business owner asked the Mayor and City Council to consider regulations for Short Term Rentals; and

WHEREAS, on October 1, 2018, the City Council directed the City Manager to investigate the request; and

WHEREAS, on November 19, 2018 the City Manager presented the research to the City Council; who then referred the matter to the December 18, 2018 Plan Commission meeting; and

WHEREAS, the members of the Plan Commission deliberated the matter and recommended a Public Hearing before the City Council on January 7, 2019; and

WHEREAS, short term rentals are only permitted along Natural Bridge, Airport Road, and Frost Avenue and 500-feet in the interior roads/streets contiguous to the Natural Bridge, Airport Road, and Frost Avenue; and

WHEREAS, the City Council believe that regulating short-term rentals will assist in protecting and preserving the dignity, sanctity, and quiet enjoyment of low-density, single-family residential neighborhoods, which are the City's primary land use category.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. Section 400.1010 – Definitions

1. *“Bedroom”* means a separate room or space with a door, a closet, and a window, used or intended to be used specifically for sleeping purpose.
2. *“Director”* means the Director of Public Works or designee.
3. *“Dwelling unit”* means a building or portion of a building providing complete, independent living facilities for one or more persons, including permanent provisions for living, eating, cooking, sanitation, and a separate bedroom(s) for sleeping.
4. *“Habitable Space”* means space in a structure for living, sleeping, eating or cooking. Bathrooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.
5. *“Occupancy”* means the purpose for which a dwelling unit or portion thereof is utilized or occupied.

6. “*Occupant*” means any individual living or sleeping in a dwelling unit or having possession of a space within a dwelling unit.
7. “*Operator*” or “*Owner*” means any person who owns or has charge, care or control of a dwelling unit which is offered for rent.
8. “*Person*” means an individual, firm, corporation, association, partnership, limited liability Company, or other legal entity.
9. “*Rent*” or “*Rental*” means to permit, provide for, or offer possession or occupancy of a dwelling unit in which the owner does not reside for a period of less than ten (10) days to a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license. L
10. “*Short-Term*” Rental means any dwelling or portions thereof, in which the owner does not reside, that is available for use or is used for accommodations or lodging of quests , paying a fee or other compensation for a period of less than ten (10) consecutive days.
11. “*Tenant*” means a person who is not the legal owner of record and who is occupying a dwelling unit pursuant to a written or unwritten rental lease, agreement or license.
12. “*Time Frame*” The short-term rental (STR) ordinance allows for a non-owner-occupied short-term rental which are for property owners who do not live on the property full time and rent out the property up to 365 days a year to guest for a time less than ten (10) days per stay.

Section 2. Section 400.1020 – Permit required

- (a) No short term rental shall operate within the City of Berkeley without a current valid short term rental permit.
- (b) All individual units having cooking, sleeping, and bathing facilities, within common buildings, regardless of ownership, shall requires a separate, individual permit for each unit intended to be used as a short-term rental.
 - (1) On residential properties which are not multi-family buildings (e.g., duplex, four-plex), a single individual unit, which is not owner occupied, as non-owner occupied units shall be considered a short-term rental unit.

Section 3. Section 400.1030 – Short-term rental permit

- (a) **Application.** Application “**Exhibit A**” for a short-term rental permit shall be made either in writing or electronically. Upon submission of a complete application, the Director of Public Work, or designee, shall determine whether a unit is to be considered a Short-Term Rental. Application for a short-term rental permit shall be accompanied by a one-time application fee two hundred fifty-nine dollars (\$259.00) for the first year, and one hundred twenty-five dollars (\$125.00) for each year

thereafter that the property is used as a Short-term rental (STR) and shall include the following information, at a minimum:

- (1) A list of all owners, operators, and agents (if applicable) of the short-term rental including names, addresses, current email(es) of owner/operator, and telephone numbers.
 - (2) A sketch or narrative describing the location of the available parking spaces.
 - (3) A sketch of the floor plan, which identifies sleeping areas, proposed maximum number of guests, evacuation route(s), and location of fire extinguisher.
 - (4) The name, address and 24-hour telephone numbers of a contract person, who is the owner, operator, or designated agent and who shall be responsible and authorized to respond to complaints concerning the use of the short-term rental. Owners and agents must live within 50 miles of the property.
 - (5) A sworn, self-certification that the owner of the short-term rental has met and will continue to comply with the standards and other requirements of this Article including, but not limited to: maintenance of insurance coverage of the unit or portions thereof in accordance with this Article and obtaining annual independent inspections of required fire extinguishers in compliance with the city's current fire code.
- (b) ***Completeness of application.*** Applications shall not be considered complete until all documentation required under this Article has been submitted, and until the full application and permit fees have paid. Incomplete applications will not be accepted. Any applicant that makes false statements or gives false information will not be approved.
- (c) ***Acknowledgement by Applicant.*** In connection with submission of the application, each applicant shall acknowledge that any permit granted by Director under this Article does not supersede any property-specific restrictions against short-term rentals that may exist under law, agreement, lease, and covenant or deed restriction.

Section 4. Section 400.1040 – Expiration and renewal of permit

- (a) Unless revoked by Director earlier pursuant to this Article, a permit to operate a short-term rental expires annually. Renewal is one-year from the date of issuance, and must follow the guidelines below:
- (b) A permit holder shall apply for renewal prior to the expiration of the permit on a form provided by the director. The permit holder shall update the information contained in the original permit application required under Section 16-1104 of this article or any subsequent renewals under this section, if any of the information has changed. The permit holder shall sign a statement affirming that there is either no change in the information contained on the original permit application and any subsequent renewal applications, or that any information that has been updated is accurate and

complete. Complete applications for renewal received after the expiration of a current permit shall be treated as applications for a new permit, as described in Section 16-1104.

- (c) The director shall follow the procedures set forth in this article when determining whether to renew a permit.
- (d) The annual fee for the renewal of a permit to operate a short-term rental is one hundred twenty-five dollars (\$125.00).
- (e) The applicant shall pay for an annual inspection of the rental property pursuant to Section 500.175.

Section 5. Section 400.1050 – Non-transferability

A permit to operate a short-term rental is non-transferable to another Owner, Operator, unit or location. The property cannot be listed for sale as a short-term rental.

Section 6. Section 400.1060 – General Standards

All short-term rentals permitted pursuant to this chapter are subject to the following standard requirements:

- (a) **Occupancy.** The maximum number of persons allowed to reside in a short-term rental shall be defined by the Berkeley Model Housing Code.
- (b) **Time frame.** The short-term rental (STR) ordinance allows for a non-owner-occupied short-term rental which are for property owners who do not live on the property full time and rent out the property up to 365 days a year to guests for a time less than ten (10) days per stay.
- (c) **Parking.** Shall comply with City Code Section 400.410. The yard(s) shall not be utilized to provide the necessary parking. All parking spaces shall be a paved surface.
- (d) **Insurance.** The applicants shall keep, at a minimum, an insurance policy sufficient for personal injury liability of guests. A copy shall be filed with the city, and proof provided upon request.
- (e) **Life safety**
 - (1) Short-Term Rentals and structure where they are located shall conform to all applicable city-adopted codes, regulations, and ordinances.
 - (2) A 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) shall be properly mounted within 75 feet of all portions of the short-term rental on each floor.
 - (3) Smoke and Carbon Monoxide detectors shall be installed and conform to all applicable city-adopted codes, regulations, and ordinances. Working smoke

detectors are required in each bedroom, basement and hallway.

- (4) Every sleeping area shall have at least two operable emergency escape and rescue opening per all applicable city-adopted codes, regulations, and ordinances.
- (5) An evacuation plan shall be posted conspicuously in each unit or permitted sleeping area.
- (6) Every bedroom/sleeping area in a short-term rental that does not comply with this section shall not be used as a sleeping area and where and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Such a non-compliant sleeping area shall not be included in the maximum occupancy calculation as defined by the Berkeley Model Housing Code for the short-term rental. The owner/operator shall notify every occupant, in writing, that the non-compliant sleeping area may not be used for sleeping.

(f) **Conduct on premises**

- (1) Short term rental Operators shall be responsible for informing their occupants of all relevant city codes and occupants' liability for violations of same.
- (2) Excessive noise or other disturbance outside the short-term rental is prohibited per Section 210.670, per the Code of Ordinances. This includes, but is not limited to, decks, portals, porches, balconies, patios, hot tubs, pools, saunas or spas, music, outdoor yard games, noise by guests of primary renter.
- (3) No overnight sleeping outdoors or outdoor sleeping spaces for rent.
- (4) Fireworks Prohibited – Section 210.570
- (5) Outdoor burning Prohibited – Section 210.1100
- (6) Ordinance and annual permit shall be noted on all on-line registries.

(g) **Signage**

- (1) Signs not allowed.
- (2) All advertisements, including online or proprietary (website, app, or other technology) will include the short-term rental permit number issued by the City of Berkeley within the description or body for public reference.

(h) **Tenant indoor notification.** The Operator shall post in a conspicuous location of the swelling the following minimum information:

- (1) Maximum number of Occupants.
- (2) Location of required of street parking, other available parking and prohibition

of parking on landscaped areas.

- (3) Quiet hours and noise restrictions as defined per Section 210.670 of the Code of Ordinances.
- (4) Restrictions of outdoor facilities.
- (5) 24-hour contact person and phone number; property manager with 50 miles of property.
- (6) Property cleanliness requirements.
- (7) Trash pick-up requirements, including location of trash cans.
- (8) Flooding hazards and evacuations routes.
- (9) Emergency numbers.
- (10) Notice that failure to conform to the occupancy and parking requirements is a violation of the City Code and occupant or visitor can be cited by the city inspectors and police.
- (11) Short-Term Rental permit, and/or any other required permits, if applicable.

(i) ***Standards for Approval***

The Public Works Director or designee shall approve, or approve with conditions, an application for a short-term rental license only upon a finding that the application complies with all of the following applicable standards:

- (1) Maximum occupancy will be based on every person having 50 sq. ft. of habitable space (bedroom).
- (2) The dwelling unit must meet all residential building, electrical, mechanical, plumbing, and life safety codes; in compliance with adopted codes.
- (3) The operator shall provide ample off-street parking to accommodate occupant's vehicles.
- (4) No interior cameras, or hidden spyware allowed, tenants have an expectation of privacy and a right of enjoyment in accordance to Missouri Landlord Tenant Law.
- (5) Exterior cameras are permitted.
- (6) The appearance of the dwelling shall not conflict with the residential character of the neighborhood. The structures shall be properly maintained, and kept in good repair, in order that the use in no way detracts from the general appearance of the neighborhood. Garbage must be kept in a closed

container and disposed of on a regular weekly schedule.

- (7) No sign shall be posted to advertise the availability of the short-term residential unit to the public.
- (8) The owner shall keep on file with the City Inspections Division, the name and telephone number of a contact person who shall be responsible for responding to questions or concerns regarding the operation of the short-term rental; this person must be within 50 miles of the property. This information must be kept current. This information also shall be posted in a conspicuous location within the dwelling unit. The contact person must be available to accept telephone calls on a 24-hour basis at all times that the short-term rental is rented and occupied. The contact person must have a key to the rental unit and be able to respond to the short-term rental within sixty (60) minutes to address issues or must have arranged for another person to address issues within the same timeframe. The requirement for identifying a contact person applies to each person or entity making arrangements for renting a given short-term rental. The owner shall notify neighboring dwelling units within 300 feet from the rental dwelling unit in writing that the property is a permitted short-term rental and shall provide a telephone number of the rental agency, if any, or other local contact person.
- (9) The Owner or Agent or Contact shall provide the tenant or lessees of a Short-Term Residential Rental with the following information prior to occupancy of the premises and post such information in a conspicuous place within the dwelling on the Premises:
 - a. The name of the Contact Person, and a telephone number at which they may be reached on a twenty-four (24) hour bases; and
 - b. Notification of the maximum number of overnight occupants permitted on the Premises pursuant to this Ordinance; and
 - c. Notification of the parking standards of this Ordinance; and
 - d. A copy of this Ordinance, as may be amended from time to time; and
 - e. Notification that an occupant may be cited or fined by the City of Berkeley Inspectors and/or Police, in addition to any other remedies available at law, for violating any provisions of this Ordinance.
- (10) All land-based recreational activities to be limited to rented premises and shall not encroach on neighboring properties.
- (11) Campfires in designated 'fire pit' areas away from water's edge, trees, and property lines. Fires must be attended at all times and properly extinguished after use.

(12) Tenants of a property used for Short-Term Rental use shall not create a nuisance. For purposes of this subsection, a nuisance includes but is not limited to any of the following:

- a. Playing or using a radio, phonograph, compact disc player, tape player, television, musical instrument, sound amplifier, or other electronic or mechanical sound-producing device in such a manner or with such volume so as to disturb the quiet, comfort or repose of a reasonable person of normal sensitivities.
- b. Yelling, shouting, hooting, singing, or making other noise that because of its volume, frequency, or shrillness unreasonably disturbs the quiet, comfort or repose of a reasonable person of normal sensitivities.
- c. Sounding or using any horn, siren, whistle, bell or other warning device so as to unreasonably disturb the quiet, comfort, or repose of another person.

(j) **Business License.** Miscellaneous business license is required and shall be renewed each December 31.

Section 7. Section 400.1070 – Inspections Required

To ensure continued compliance with the requirements of this section a short-term rental may be inspected in the following methods:

- (a) *Inspections* upon complaint or suspicion of a violation. The city may perform inspections when a violation is reported or suspected in accordance with established code enforcement procedures.
- (b) Annual Inspections required, pursuant to Section 500.175.

Section 8. Section 400.1080 – Enforcement/Penalty

- (a) A person commits an offense under this chapter if that person owns or operates a short-term rental in the city without a valid permit.
- (b) *Emergency contact.* The Owner/Operator of the short-term rental shall provide the city with a 24-hour contact number for the operator or a designated agent and shall provide timely updates to city of any changes thereto. Should a law enforcement officer respond to the short term rental and issue a citation for any violation of city ordinances, the operator or their agent shall be called by the officer. The Operator or their agent shall attempt to contact the Occupants within one-hour of the call to address the occupants about the complaints. Should a *second* complaint be filed and citation issued to any part of the occupants or guests, the owner/operator must take appropriate steps, in accordance with the individual rental agreement, to assure future complaints do not occur. Short-Term Rental Permits shall be revoked if three or more confirmed citations are issued at a permitted property within any six (6)

month period, whether issued to the operator or any occupants. Failure to provide updated information to the city regarding designated agent or responsible party shall be a violation of this section.

- (c) Violation of any section of this article shall constitute an offense resulting in permit revocation in accordance with subsection Section 400.1090, Revocation Procedures.
- (d) Failure to timely pay any applicable license fees is a violation of this section and shall result in permit revocation if arrearage is not paid within ninety (90) days of this issuance of a delinquency notice, in accordance with subsection Section 400.1090, Revocation Procedures.
- (e) Failure to successfully complete the renewal process of a short-term rental permit is considered a violation of this section.
- (f) The provisions of this subsection are in addition to and not in lieu of any criminal prosecution or penalties as provided by city ordinances, county, or state law.
- (g) Violation of the terms and conditions of a short-term rental permit under this article shall be punishable by a fine. The civil find for each violation of this Chapter shall be set by a court of competence jurisdiction. In addition to enforcing this Ordinance through the use of a municipal Court to abate or eliminate the nuisance or any other violation of this Ordinance.
- (h) For each day any violation of this section occurs it shall constitute a separate offense and is separately punishable, but may be joined in a single prosecution.

Section 09. Section 400.1090 – Revocation Procedures

The Director of Public Works is authorized to suspend or revoke a short-term rental permit issued under the provisions of this Chapter wherever the permit is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building, structure, unit, or portion thereof is in violation of any ordinance or regulation or any of the provisions of this Article. In action, if any violations have been committed and not corrected within the time specified, the Director shall begin the procedures to revoke the short term rental permit in accordance with the following:

- (a) The Director shall give written notice to the owner/operator regarding the revocation.
- (b) If a short-term rental permit is revoked, the owner/operator may not reapply for the same property for a period of 12 months.

Section 10. Section 400.1100 – Effective Date

This Ordinance shall become effective thirty (30) days after its passage.

1st Reading, this 07th day of January 2019

2nd Reading this _____ day of _____ 2019

3rd Reading, PASSED and APPROVED, this _____ day of _____ 2019

Theodore Hoskins, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large Greene	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Vacant	Aye ___	Nay ___	Absent ___	Abstain ___

EXHIBIT A

SHORT-TERM RENTAL SPECIAL USE PERMIT

APPLICATION PACKET

- A. Checklist
- B. Instructions for Applying for Permit
- C. Application
- D. Designated Representative form
- E. Guest Information Sheet
- F. Short-term Rental Ordinance

PART A

CHECKLIST FOR APPLYING FOR A SHORT-TERM RENTAL SPECIAL USE PERMIT

- Complete Application for short-term rental special use permit
 - Include proof of ownership for the single-family dwelling
 - Include proof of current trash bill
 - Include proof that all real property taxes are paid current
 - Certify that home to be rented is not currently violating any state or local regulation
- Pay applicable fees
- When approved, provide guest's notice to each guest

- Initial permits are valid for one year. Renewal permits annually from date of initial issuance

Part B

CITY OF BERKELEY

INSTRUCTIONS FOR APPLYING FOR A
SHORT-TERM RENTAL PERMIT

Requests for a Short-Term Rental Permit may be initiated by the owner, hereinafter referred to as “Applicant”. An owner, agent or legal representative may apply for a short-term rental permit. Only one permit will be issued per property, the permit is non-transferable when there is a change of ownership.

The fee for a Short-Term Rental Special Use Permit is:

Initial Permit	\$259
Renewal Permit	\$125
Late Fee	\$100
Annual Business License Fee	\$100

Fee will be paid at time of filing. Obtain Short-Term Rental Permit application forms at City Hall, 8425 Airport Road, Berkeley MO Drive or at www.cityofberkeley.us. Phone: (314) 400-3712 – Fax: (314) 264-2074
Contact License Clerk, at City Hall with questions or email _____

A SHORT-TERM RENTAL SPECIAL USE MUST COMPLY WITH THE FOLLOWING:

1. The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;
2. The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;
3. The proposed use will not create a nuisance factor nor otherwise interfere with a neighbor’s enjoyment of his property or operation of his business;
4. The traffic that the proposed use can reasonably be expected to generate on existing streets will not create nor add significantly to congestion, safety hazards, or parking problems in the area, nor will it disturb the peace and quiet of the neighborhood;
5. The proposed use complies with all other applicable ordinances and regulations;
6. A special use shall be established, operated, and maintained in accordance with plans, terms, conditions and limitations contained in the approved permit;
7. A Permit is not transferable to a different owner or a different property; and
8. The Police Department and Code Enforcement staff will be on notice that this property is a short-term rental should this permit be granted.

Part B

INSTRUCTIONS FOR APPLYING FOR A SHORT-TERM RENTAL PERMIT

Page 2

APPLICANT MUST HAVE THE FOLLOWING INFORMATION AVAILABLE BEFORE AN APPLICATION WILL BE ACCEPTED:

- Completed Permit Application (attached);
- Current taxes and trash (must be attached)
- Any other relevant information requested by City staff
- Proof of legal ownership (www.stlouisco.com)
- Designated representative form (attached); and

IF A WRITTEN COMPLAINT IS FILED AGAINST THE SHORT-TERM RENTAL DURING ITS OPERATION, THE WRITTEN COMPLAINT WILL BE REVIEWED BY THE CITY MANAGER FOR A DETERMINATION OF WHETHER THE WRITTEN COMPLAINT CAN BE SUBSTANTIATED. A WRITTEN COMPLAINT MAY BE SUBSTANTIATED BY THE CITY MANAGER IF IT IS A COMPLAINT REGARDING THE VIOLATION OF A CITY ORDINANCE AND THE COMPLAINT IS SUPPORTED BY OTHER EVIDENCE SUCH AS AN AFFIDAVIT, A POLICE REPORT, OR PHOTOGRAPHIC EVIDENCE. A PERMIT HOLDER WILL BE INFORMED BY THE CITY IF SUCH A WRITTEN COMPLAINT IS FILED AGAINST THE PERMIT HOLDER. IF A PERMIT HOLDER RECEIVES THREE (3) SUBSTANTIATED COMPLAINTS WITHIN A TWELVE (12) MONTH PERIOD, THE SHORT-TERM RENTAL PERMIT WILL BE REVOKED; AND THE PROPERTY WILL NO LONGER BE CONSIDERED FOR SHORT TERM RENTAL.

IF APPLICATION IS DENIED OR PERMIT IS REVOKED, THE APPLICANT MAY APPEAL THE DENIAL OR REVOCATION TO THE BOARD OF ADJUSTMENT (BOA) PURSUANT TO SECTION 400.550 OF THE BERKELEY CODE OF ORDINANCES.

- Appeal in writing to the BOA using the form provided by the City.
- File written appeal form with Building Commissioner
- Include information relevant to short-term rental application, including all information and documents required for initial application.
- Pay appeal fee as set by Ordinance – Appendix A – Chapter 500

KEY ACTIONS: Key actions are: (1) Review by City administrator; and (2) Appeal to BOA if permit is denied or revoked.

Part C
SHORT-TERM RENTAL PERMIT APPLICATION

DATE _____

OWNER NAME _____ PHONE () _____

LEGAL MAILING:
ADDRESS _____ CITY _____ ZIP _____

RENTAL HOME (SHORT TERM RENTAL):
ADDRESS _____ CITY _____ ZIP _____

E-MAIL ADDRESS: _____

NUMBER OF BEDROOMS TO BE LISTED FOR RENT _____ NUMBER OF BATHROOMS _____

MAXIMUM RENTAL OCCUPANCY (CALCULATE BY MULTIPLYING NUMBER OF BEDROOMS FOR RENT BY 2 ALLOWING 50 SQ. FT PER PERSON) _____

NAME AND CONTACT INFORMATION OF DESIGNATED REPRESENTATIVE WHO IS AVAILABLE IF AN ISSUE ARISES WITH THE USE, WHEN THE OWNER IS NOT AVAILABLE; THIS PERSON MUST LIVE WITHIN 50 MILES OF THE SHORT-TERM RENTAL:

NAME _____ PHONE _____

I CERTIFY THAT THE PROPERTY IS THE LEGAL PROPERTY OF THE APPLICANT, OR IS BEING REPRESENTATIVE BY AND AGENT, AND, THAT IS THE SUBJECT OF THE SHORT-TERM RENTAL PERMIT A IS COMPLIANT WITH ALL LOCAL ORDINANCES AND STATE LAWS.

SIGNATURE OF OWNER/APPLICANT/AGENT

FOR CITY USE ONLY

FEES PAID: _____ RECEIVED BY/DATE: _____

ALL TAXES PAID IN FULL ACTIVE TRASH ACCOUNT

PROOF OF OWNERHIP: ___ VERIFIED: _____ CODE VIOLATIONS: _____

STAFF ACTION: APPROVED: DENIED: EXPIRATION DATE: _____ PERMIT NO. _____

B.O.A. ACTION, IF APPEALED: _____

Part D

SHORT-TERM RENTAL DESIGNATED REPRESENTATIVE

KNOW ALL PERSONS BY THIS DOCUMENT that I _____
(owner)

have made, constituted and appointed _____
(name of designated representative)

to be my duly authorized representative in connection with the short-term rental of the property I own at
_____. This representative may be
(address of short-term rental property)

reached at _____.
(representative's phone number and address).

I do by this document constitute the above-named representative as my true and lawful representative to act in my name, place and stead, to do and perform any act in connection with such short-term rental which I myself might perform or do if I was personally present. The agent/representative lives within 50 miles of the property.

(Owner Signature)

Owner Legal Mailing Address

Owner City/State/Zip

Part E
CITY OF BERKLEY
SHORT TERM
RENTAL
GUEST INFORMATION SHEET

ADDRESS OF RENTAL: _____

NAME AND PHONE NUMBER OF OWNER: _____

NAME AND NUMBER OF REPRESENTATIVE: _____

EMERGENCY NUMBERS:

911-Police Emergency

314-524-3600— Fire Department

314-524-3311— Police Department (non-emergency)

314-524-3313—City Hall

THIS PROPERTY IS: (check one)

In an emergency, guests will be responsible for calling (name & number): _____

TRASH PICKUP DAY _____ TO STREET BY 7 A.M.: - OFF BY 6 P.M

VIOLATION OF CITY ORDINANCES CAN LEAD TO FINES AND OTHER PENALTIES FOR YOU AND THE SHORT-TERM RENTAL OWNER. ADDITIONAL ORDINANCES TO BE AWARE OF:

- (1) Short term rental Operators shall be responsible for informing their occupants of all relevant city codes and occupants' liability for violations of same.
- (2) Excessive noise or other disturbance outside the short-term rental is prohibited per Section 210.670, per the Code of Ordinances. This includes, but is not limited to, decks, portals, porches, balconies, patios, hot tubs, pools, saunas or spas, music, outdoor yard games, noise by guests of primary renter and/or guests.
- (3) No overnight sleeping outdoors or outdoor sleeping spaces for rent.
- (4) Fireworks Prohibited - Section 210.570
- (5) Outdoor burning- prohibited - Section 210.1100
- (6) Ordinance and annual permit shall be noted on all on-line registries.
- (7) Owner or representative must live within 50 miles of the property. Section 500.170

These and all other city, state, and federal laws shall be observed while staying at this home.