

**AGENT/MANAGER CHANGE FORM & WRITTEN CERTIFICATION FOR
SHORT-TERM RENTALS and BED AND BREAKFAST ESTABLISHMENTS**

SUBMIT FORM TO: Garden City City Hall, Attention: Finance Department, 100 Central Avenue, Garden City, Georgia 31405 or Occtax@gardencity-ga.gov.

In accordance with the Short-Term Rentals and Bed and Breakfast Establishments Ordinance, Chapter 22, Article XV, it is a property owner's responsibility to report Agent/Manager changes within five (5) business days. This form is used only when changes occur prior to a property owner's next renewal period. Only one Agent/Manager may be in place at any given time. Please complete this form and submit the requested documentation:

- 1) The Written Exemplar Agreement must be included with this change form. An agreement must be executed between the property owner, Agent/Manager, and occupant(s)/guests, and it must be consistent with the criteria outlined in Chapter 22, Article XV, Section 609.
- 2) Provide Adjacent Neighbors Notification of Agent/Manager change.
- 3) Please attach a copy of your Occupational Tax Certificate (OTC) issued by the City's Finance Department. If you do NOT have an OTC, check the box below, and we will contact you with further instructions.

☐ **I do NOT have an occupational tax certificate.**

Address of Property: _____ Certificate #: _____

Property Owner: _____

Property Owner Phone: _____ Email: _____

Agent/Manager Name: _____ Company: _____

Agent/Manager Address: _____

City: _____ State: _____ Zip Code: _____

24-Hour Contact Phone: _____ Email: _____

[SPACE INTENTIONALLY LEFT BLANK]

CERTIFICATION ON THE PAGE TO FOLLOW

I, _____ (Agent/Manager) representing _____

(Property Owner) am charged with the following duties and responsibilities for maintaining good Agent/Manager relations between guests residing in the above-named property and the City of Garden City. As the Agent/Manager, I will:

1. Be reasonably available to handle any problems arising from the use of the establishment;
2. Reside or arrive on the premises of any STR/B&B within one hour following notification from the City of issues related to the use or occupancy of the premises. This includes but is not limited to, notification that occupants have created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the Garden City Code of Ordinances or other applicable laws pertaining to noise, disorderly conduct, overcrowding, and consumption of alcohol or use of illegal drugs. Failure of the agent to appear in a timely manner to two or more complaints regarding violations may be grounds for penalties. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
3. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and,
4. Monitor the bed and breakfast establishment for compliance with Chapter 22, Article XV, of the Garden City Code, entitled Short-Term Rentals and Bed and Breakfast Establishments.

I verify that I am a natural person and am over the age of 18 years old. I also acknowledge Chapter 22, Article XV, of the Garden City Code, have reviewed it, understand its requirements, and will comply with its regulations.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any Planning and Economic Development approval based upon false information or misrepresentation provided by the property owner will be null and void and subject to penalty as provided by law and ordinances.

Signature of Agent/Manager

Date