

**MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Notification of Change of Vacation Rental Manager  
for a Special Vacation Rental Permit**

*This form is to change current, licensed vacation rental managers only.*

Pursuant to Monroe County Land Development Code Section 134-1 (e)(10), all vacation rental units shall have a vacation rental manager, who has been issued a vacation rental manager license by the planning department. The vacation rental manager shall reside within and be licensed for that section of the county (Upper, Middle, and Lower Keys) where the vacation rental unit is located and be available 24 hours per day, seven days a week for the purpose of promptly responding to complaints regarding conduct or behavior of vacation rental occupants or alleged violations of this section. ***Any change in the vacation rental manager shall require written notification to the planning department and notification by certified return mail to property owners within 300 feet of the subject dwelling.***

**Date of Submittal:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Special Vacation Rental Permit #:** \_\_\_\_\_

**Property Owner:**

\_\_\_\_\_  
Property Owner (Name/Entity) Contact Person (If Different Than Property Owner)

\_\_\_\_\_  
Mailing Address (Street, City, State and Zip Code)

\_\_\_\_\_  
Daytime Phone Email Address

**New Vacation Rental Manager:**

\_\_\_\_\_  
Vacation Rental Manager Name VRM # Sub Area (Upper, Middle, Lower Keys)

\_\_\_\_\_  
Address (Street, City, State and Zip Code)

\_\_\_\_\_  
Daytime/Evening/Cell Phone Email Address

**Legal Description of Property #1:** (If in metes and bounds, attach legal description on separate sheet. If manager is changing for multiple units under the same property owner, please list additional properties below or use additional sheets.)

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Block	Lot	Subdivision	Key (Island)
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Real Estate (RE) / Parcel ID Number	Vacation Rental Permit #
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Street Address (Street, City, State and Zip Code)

**Legal Description of Property #2:** (If in metes and bounds, attach legal description on separate sheet)

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Block	Lot	Subdivision	Key (Island)
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Real Estate (RE) / Parcel ID Number	Vacation Rental Permit #
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Street Address (Street, City, State and Zip Code)

**Legal Description of Property #3:** (If in metes and bounds, attach legal description on separate sheet)

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Block	Lot	Subdivision	Key (Island)
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Real Estate (RE) / Parcel ID Number	Vacation Rental Permit #
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Street Address (Street, City, State and Zip Code)

**Legal Description of Property #4:** (If in metes and bounds, attach legal description on separate sheet)

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Block	Lot	Subdivision	Key (Island)
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Real Estate (RE) / Parcel ID Number	Vacation Rental Permit #
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Street Address (Street, City, State and Zip Code)

**All of the following must be submitted in order to have a complete application submittal:**

(Please check as you attach each required item to the application)

- Complete change of vacation rental manager application** (unaltered and unbound)
- Copy of current and valid Special Vacation Rental Manager License**
- Copy of current and valid Special Vacation Rental Permit**
- Copy of completed "Change of Vacation Rental Manager" notice** (please see attachment)
- Proof that the completed "Change of Vacation Rental Manager" notice was sent by certified return mail to all property owners located within 300 feet of the property on which the dwelling unit is situated, prior**

**to approval of the change of a vacation rental manager** (this list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included) Provide receipt(s) from the post office with the date and time stamp.

**If applicable, the following must be submitted in order to have a complete application submittal:**

**Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary, the Planning & Environmental Resources Department reserves the right to request additional information.

**I certify that all provisions and regulations set forth in Monroe County Code, Vacation rental uses, shall be met. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.**

This application shall bear the signature of all owner(s) and all authorized manager(s) of the owner(s). If necessary, please attach additional sheets with notarized signatures of all other authorized property owners and/or vacation rental managers:

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me, by means of either  physical presence OR  online notarization,

on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is  personally known to me OR  produced \_\_\_\_\_ as  
(TYPE OF ID PRODUCED)

identification.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
PRINT, TYPE OR STAMP COMMISSIONED  
NAME OF NOTARY PUBLIC  
MY COMMISSION EXPIRES:

Please deliver or mail the complete application package to the  
**Monroe County Planning & Environmental Resources Department**  
**Marathon Government Center**  
**2798 Overseas Highway, Suite 410**  
**Marathon, FL 33050**

# NOTICE OF CHANGE IN VACATION RENTAL MANAGER

## MONROE COUNTY PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT

Please be advised that the vacation rental manager has changed for the following permitted vacation rental unit. As required by Section 134-1(e)(10) of the Monroe County Land Development Code, this notification must be provided to property owners within 300 feet of the subject dwelling.

The Monroe County Planning Department may be contacted at (305) 289-2500 and the Monroe County Code Compliance Department may be contacted at: Lower Keys office (305) 292-4495, Middle Keys office (305) 289-2810 and Upper Keys office (305) 453-8806.

### Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet. If manager is changing for multiple units under the same property owner, please fill out a separate Notice of Change (page 4) for each unit.)

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Block	Lot	Subdivision	Key
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Real Estate (RE) / Parcel ID Number	Vacation Rental Permit #
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Street Address (Street, City, State and Zip Code)

### Property Owner:

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Property Owner (Name/Entity)	Contact Person (If Different Than Property Owner)
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Mailing Address (Street, City, State and Zip Code)

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Daytime Phone/Evening Phone	Email Address
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### New Vacation Rental Manager:

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Vacation Rental Manager Name	VRM #	Sub Area (upper, middle, lower)
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Address (Street, City, State and Zip Code)

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Daytime/Evening/Cell Phone	Email Address
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Names of any other vacation rental managers, agents, caretakers and/or owners of the dwelling unit (if applicable)