Department of Planning & Community Development
2757 East Point Street * East Point, GA 30344 * 943-200-2029, opt. 1
www.eastpointcity.org * permits@eastpointcity.org

SHORT TERM LODGING APPLICATION NEW/RENEWAL

I. APPLICATION TYPE AND PROPERTY INFORMATION

New or Renewal and what Year?

Year: _____

☐ New	☐ Renewal
Required Documents in addition to this Application: 1. ☐ Proof of Ownership of property: Deed and Utility Bill. 2. ☐ If dwelling is Habitable Accessory Structure, copy of approved Special Use Permit issued by City of East Point. 3. ☐ Site plan of property indicating which structure lodgers will be dwelling and available parking for lodgers. 4. ☐ Floor plan of dwelling showing layout of rooms and bathrooms. 5. ☐ Proof of Liability Insurance. 6. ☐ Proof of any shared parking plan or rental of spaces upon which applicant will rely for the parking of lodgers. 7. ☐ Copy of Written Agreement to be used with lodgers. 8. ☐ ID of Applicant and all Owners of the property.	**Required Documents in addition to this Application:** 1. ☐ Current Proof of Ownership of property: Recent Tax Bill and Utility Bill. 2. ☐ Current Proof of Liability Insurance. 3. ☐ Copy of Previous **Issued** Short Term Lodging Permit issued by City of East Point 4. ☐ ID of Applicant and all Owners of the property.

Address of Short-Term Rental Location

Dwelling Type: (Check only one)
☐ Primary Structure (Single Family Only)   ☐ Habitable Accessory Structure (Requires approved and issued Special Use Permit from East Point PCD)

# of Rooms and Parking		
Total Number of Rooms: _____	Total Number of Guest Rooms: _____	Total Number of Bathrooms: _____
# of Parking Spaces for Lodgers: _____	☐ Parking Spaces are provided by shared location.	☐ Location is bound by Homeowner's Association Covenant(s).

II. TYPE OF LODGING (Check Only One)

☐ Home Stay **($75.00 Fee)** *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.*	☐ Whole House **($150.00 Fee)** *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).)*

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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. ☐ Owner ☐ Partner ☐ President ☐ Other:		SS#:
Name:	Date of Birth:	DL# & State:
Personal Address:		State: Zip:
2. ☐ Owner ☐ Partner ☐ President ☐ Other:		SS#:
Name:	Date of Birth:	DL# & State:
Personal Address:		State: Zip:
3. ☐ Owner ☐ Partner ☐ President ☐ Other:		SS#:
Name:	Date of Birth:	DL# & State:
Personal Address:		State: Zip:
4. ☐ Owner ☐ Partner ☐ President ☐ Other:		SS#:
Name:	Date of Birth:	DL# & State:
Personal Address:		State: Zip:

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V.	AFFIDAVIT FOR NO "HOA" PROHIBITING SHORT TERM LODGING (Required)

I, _____ / _____(print name / sign), am
officially stating in this affidavit that there is no Homeowner's Association, Neighborhood
Association and/or any community covenant that prohibits Short Term Lodging at said address
above in this application.

(the above statement must be signed!)

VI.	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)