



Short-Term Rental Permit Renewal Notice

Date: November 3, 2025

To Whom It May Concern:

This letter is to inform you that your license or permit with the City of Hapeville Georgia, will be expiring soon. Please review the information below and note any changes as needed. **Renewal must be completed no later than December 1, 2025. Penalties and interest will be assessed for late payment.**

Pursuant to Sec. 17-5-11 of the City of Hapeville Code of Ordinances, an Occupational Tax Certificate will not be issued until all outstanding taxes or any other debts to the City are paid in full.

Please make sure to note any changes to the information as needed.

License Number:	
Current License Expires:	12/31/2025
Name of Business:	
Business Location:	
License Type:	STR RESIDENTIAL OCCUPATIONAL TAX

Please include the following information:

E-mail address: _____

STR URL address: _____

Businesses Parcel ID/Map Code: _____

All forms must be signed, or the packet will be returned.

City of Hapeville
Business License
3468 N. Fulton Ave
Hapeville, GA 30354

Please have your license renewed by the expiration date to comply with the ordinances. If you have any questions, please contact Charity Holton at (404) 669-2105.



City Hapeville Short-Term Rental Renewal Permit

Owner's Acknowledgements and Agreements

Please read and initial each box. Signature is required at the bottom.

- ☐ I agree that I am a Hapeville homeowner and will provide proof of ownership and homestead exemption.
- ☐ I agree my Homeowner's Association is aware of my short-term rental application (if applicable).
- ☐ I agree to provide designated parking spots for each short-term rental and make sure tenants are aware of parking assignments and do not exceed the allotted parking.
- ☐ I agree to ensure all adjacent properties are alerted of my short-term rental intent.
- ☐ I agree that the Hapeville short-term rental permit identification will be visible and noted on all listings.
- ☐ I agree to provide and update the URL for all listings of the dwelling(s) on all websites and other shared advertising platforms.
- ☐ I agree to the best of my ability, short-term rental tenants will not interfere with the rights of surrounding neighbors to the right of quiet enjoyment.
- ☐ I agree if the rental agency changes, the short-term rental owner, or designee will notify the city of the change within five (5) business days.
- ☐ I acknowledge I am aware I can operate a maximum of two (2) short-term rentals within the City of Hapeville.

Acknowledgement:

As the owner for the short-term rental property referenced above, I have read all regulations pertaining to the operation and occupancy of a short-term rental. I agree to adhere to all requirements as prescribed in City of Hapeville Ordinance, 17-7-12, Short- Term Rentals or risk revocation of my permit(s).

Short-Term Rental Owner Signature

Date

Short-Term Rental Owner Signature

Date



City Hapeville
Short-Term Rental Renewal Permit
Application Affidavit

State of Georgia

County of _____

I _____ agree that there have been no changes with my short-term rental property or in ownership.

This renewal application was acknowledged before me on this __ day of

_____, 20__ by _____
Name of signer

Notary Public

Commission Expires

NOTARY SEAL

Approved Y/N	Permit #
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Application Reviewed By:

Hapeville Representative Signature

Date

RETURN COMPLETED APPLICATION FORM AND ATTACHMENTS TO:
City of Hapeville Occupational Tax Division
3468 North Fulton Ave Hapeville, GA 30354

QUESTIONS?

Please contact Charity Holton, Occupational Tax Permit Clerk, 404-669-2105 or email:
[**Cholton@hapeville.org**](mailto:Cholton@hapeville.org)



City Hapeville Short-Term Rental Renewal Permit

NON-RENEWAL INTENT

Please read and initial the box that applies. Signature is required at the bottom.

I agree that I am a Hapeville homeowner of property:

I have chosen not to renew my Short-term Rental permit for the following reason(s):

- ☐ I have decided to lease this property to a permanent tenant.
- ☐ I am using this property as a long-term rental. Long-term rental is defined as: revolving renters for a period of 31 days or more.
- ☐ The property has been or will be sold.
- ☐ I no longer want to use this property as a short-term rental.

Acknowledgement:

As the owner of the short-term rental property referenced above, I agree to remove all active listings for this property. I also agree, if there are any changes to this decision and I want to restart my short-term rental; the owner, or designee will notify the city of the change within five (5) business days. I agree that all marked statements to be true.

Short-Term Rental Owner Signature

Date

Short-Term Rental Owner Signature

Date