



City of Hapeville Short-Term Rental Permit Required Documents

Required Documents:

- ☐ Official government identification of all owners
- ☐ Hapeville utility bill
- ☐ Proof of STR ownership
- ☐ Proof of Fulton County homestead exemption for primary home
- ☐ Proof of homeowner's insurance
- ☐ Signed and Notarized statement from HOA that STR is not prohibited under lease agreement/ HOA covenant
- ☐ Evidence that the applicant has provided noticed via certified letter to each adjacent property of STR intent
- ☐ All outstanding Hapeville obligations satisfied
- ☐ Complete, signed, and notarized application
- ☐ Map of property indicating parking
- ☐ Application fee



City of Hapeville

Short-Term Rental Permit Application

Short-Term Rental Address:		# of Parking Spots	
Owner Name:	Last	First	M.I.
Owner Name:	Last	First	M.I.
Owner Mailing Address:			
Owner Email:		Owner Phone:	
Business Name:			
Social Security Number or Tax ID Number of Owner(s)			Primary Resident Y/N
Local Rental Agent Contact:	Last	First	M.I.
Local Rental Agent Contact Email:		Local Rental Agent Phone:	
STR URL listing(s)			

CERTIFICATION:

I certify under penalty of perjury that the information provided herein is true and correct. 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.

Short-Term Rental Owner Signature

Date

Short-Term Rental Owner Signature

Date



City of Hapeville Short-Term Rental Permit Application Affidavit

State of Georgia

County of _____

This 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

City of Hapeville - 3468 N. Fulton Ave. Hapeville, GA 30354 (404)669-2100



City of Hapeville Short-Term Rental Permit Owner's Acknowledgements and Agreement

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.
- 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



Short-Term Rental HOA Declaration Form

ALAN HALLMAN

MAYOR

MIKE RAST

ALDERMAN AT LARGE

BRETT REICHERT
COUNCILMAN AT LARGE

MARK ADAMS

COUNCILMAN WARD I

CHLOE ALEXANDER

COUNCILMAN WARD II

Short-Term Rental Address:

Declaration:

This memo asserts that I, [_____], and [_____], owner(s) of the property listed above, attest that our Short-Term Rental property:

- ☐ Is not associated with an established Homeowners Association (HOA) or Covenant
- ☐ Is not prohibited under any covenant, condition, or restriction (CC&R) established by an HOA

We understand that accurate representation of our property's status is critical for regulatory compliance, and we affirm that this information is truthful and correct to the best of our knowledge.

If any HOA restrictions are imposed in the future that affect the operation of this property as a Short-Term Rental, we agree to notify your office in writing within five (5) business days of becoming aware of such restrictions.

Property Owner(s) Signatures

Owner 1 Full Name: _____

Signature: _____

Date Signed: _____

Owner 2 Full Name (if applicable): _____

Signature: _____

Date Signed: _____