

Dear Rental House Owners and Property Managers:

We have begun the re-licensing process for our Rental Units and our staff has much work ahead of them making sure your units are licensed for another year by September 30, 2019. Our staff has more than 668 units to inspect and certify they meet the requirements to safely rent in KCB. We ask your help in this process by returning the completed renewal forms, the County Business Tax Receipt, payment of the City taxes, and finally scheduling the safety inspection. Please ensure your property is in good maintenance, including landscaping. For short term rentals, a qualified property manager and local contact (that can be at the property within one hour) is also required. Finally, please remember we cannot issue a license until any outstanding code issues have been rectified.

Prior to your inspection date, please review the safety requirements for your type of property at: <https://keycolonybeach.net/forms.html>. Under the **Business Tax Forms** heading, look for the Rental Safety Inspection Checklist for your type of property. If you fail to meet the code requirements there is a re-inspection fee of \$300, so again, please review the safety requirements prior to your inspection so you do not have to pay a re-inspection fee.

Our knowledgeable staff is eager to assist and answer your questions at 305-289-1212, option 2.

Thank you,

Mayor John DeNeale