

# City of Key Colony Beach

P.O. Box 510141, Key Colony Beach, FL 33051-0141 • Phone: 305-289-1212  
Fax: 305-289-0247  
www.keycolonybeach.net



## **CERTIFICATE OF COMPLETION – *NEW AND RENEWING* OWNER, PROPERTY MANAGER OR LOCAL CONTACT**

Enclosed are the documents needed to apply for the Property Manager and/or Local Contact Certificate of Completion (COC) to be a Vacation Rental Property Manager or Local Contact in Key Colony Beach:

1. Property Manager and/or Local Contact Information
2. Compliance Signature Page
3. Property Manager & Local Contact Quiz #8

Each Property Manager and/or Local Contact must complete all 3 documents, returned with proof of payment of \$150 in order for Certificate of Completion to be issued *AFTER taking the Class.*

Payment can be made via check, or via credit card online at <https://keycolonybeach.net/payonline/>

Please remit completed documents and proof of payment to:

Email: [clerk2@keycolonybeach.net](mailto:clerk2@keycolonybeach.net)

OR

Mail: City of Key Colony Beach  
PO Box 510141  
Key Colony Beach, FL 33051

Thank you!

**COMPLIANCE SIGNATURE PAGE**

I have reviewed the materials provided to renew my Certificate of Completion to be a Property Manager or Local Contact in the City of Key Colony Beach. I agree to comply with the requirements as stated in City Code Chapter 9.

I have completed the questionnaire myself and am submitting it for review and approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Bus. Phone

\_\_\_\_\_  
E-Mail Address

The City Commission and office staff welcome your comments and suggestions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF KEY COLONY BEACH**

**PROPERTY MANAGER AND/OR LOCAL CONTACT INFORMATION**

**PLEASE PRINT CLEARLY**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address If Different \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Bus Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain my Certificate of Completion.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Manager** means an Owner or any person or entity other than an Owner who has a certificate of completion from the City of Key Colony Beach and who is responsible for the leasing or day-to-day maintenance and operation of a residential dwelling unit for rental use. City Code 9-21

Property Manager      Yes \_\_\_\_\_ No \_\_\_\_\_

**Local Contact Person** means a person having a certificate of completion from the City of Key Colony Beach and who **resides in a location to allow the local contact person to reach the rental property within one hour of notification by the City.** City Code 9-21

Local Contact      Yes \_\_\_\_\_ No \_\_\_\_\_

New       Renewal

The City Commission and office staff welcomes your comments and suggestions.

---

---

---

---

---

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## PROPERTY MANAGER & LOCAL CONTACT QUIZ #8

1. How many people can occupy an 1,800 square foot unit with **2 bedrooms** in the rental program?
  
2. How far away from the City of Key Colony Beach can a local contact person reside?
  
3. Which two documents are renters **required** to sign?
  
4. What are the primary responsibilities of an Owner, Property Manager, and Local Contact?
  - 1) *Owner:*
  
  - 2) *Property Manager:*
  
  - 3) *Local contact:*
  
5. During what hours can someone be cited for a noise violation?
  
6. How much time do you have to put garbage cans and recycle bins back to their proper location?
  
7. What is the fine for littering?
  
8. What is the speed limit on the streets in the City of KCB?

9. Is rafting (tying two boats together) allowed in Key Colony Beach?
  
10. Would an Owner of a vacation rental unit ever need a Property Management Class Certificate of Completion? If yes, why?
  
11. What is the rule about the speed of boats in KCB canals?
  
12. What 6 items do you need to have ready to submit a Vacation Rental Application on CitizenServe?
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)
  - 6)
  
13. How far away must a boat trailer be parked from the center line of the road when parked in the front yard of a property?
  
14. What are the five things that **MUST BE** prominently posted in each rental unit?
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)