



City of Blue Ridge  
480 West First Street  
Blue Ridge, Georgia 30543  
(706) 632-2091

### SHORT TERM VACATION RENEWAL RENTAL CERTIFICATE INFORMATION

Before anyone can offer short term vacation rentals to the public in the City of Blue Ridge, Georgia, they must obtain a Short Term Vacation Rental Certificate.

Each month, the certificate holder is required to mail the monthly report (even if no rent is collected for the month) along with the tax due to the City of Blue Ridge. The certificate holder shall identify the current identification number(s) of the dwelling unit on any rental platform. Your application package includes the following:

The following must be submitted before we can consider your renewal:

- a) Completed application (1 page )
- b) Letter of Agency (signed and notarized)
- c) Application Fee of \$25.00

**The application will not be accepted without all of the above documents.**

The annual fee shall be paid at the time application is made for the certificate. No certificate will be issued until all required information has been submitted and approval has been received from the City Clerk and the Zoning and Land Use Director or their designee.

#### RENEWALS

Short Term Vacation Rental certificates are renewable annually by December 31st.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CERTIFICATE IS RENEWED.**

# APPLICATION FOR SHORT TERM VACATION RENTALS IN CITY OF BLUE RIDGE, GEORGIA

(A separate rental certificate shall be required for each establishment)

1. Date of Application: \_\_\_\_\_

3. Annual Rental Certificate Fee per Establishment, \$25.00

4. Type of Lodging:

Bed & Breakfast  Boarding House  Private Home

5. Owner on Record of Dwelling Unit for which a certificate is sought:

Full Legal Name\* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

\*(If owner is not a natural person, use separate sheet to identify all partners, officers and/or directors of any such entity, including personal contact information.)

6. Business Name (if applicable):

Business Name \_\_\_\_\_

DBA Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

7. Unit to be used as a short term vacation rental:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**LETTER OF AGENCY FOR  
SHORT TERM VACATION RENTALS**

I/We, the undersigned owner(s) of real property located in the City of Blue Ridge, Georgia, Georgia, hereby appoint \_\_\_\_\_ to be my/our Agent for the purpose of applying for a Short Term Vacation Rental Certificate for the following address:

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

Attached hereto is proof of current ownership of the property to which this Letter of Agency applies.

The above named Agent hereby is authorized to complete and sign the application for a Short Term Vacation Rental Certificate on our behalf. We understand that this Letter of Agency will be attached to and made part of the application and will be relied upon by the City of Blue Ridge. For and in consideration of the City of Blue Ridge accepting this Letter of Agency, we hereby indemnify and hold harmless the City of Blue Ridge and its agents and/or employees in the event that the above named agent should misuse this Letter of Agency and we suffer damages as a result.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Property owner(s):

Signature: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)