

**BOARD RESOLUTION  
OF  
IBIS PROPERTY OWNERS ASSOCIATION, INC.**

**WHEREAS**, Article IV, Section 2(E) of the Declaration of Covenants, Restrictions and Easements for Ibis Golf and Country Club ("Declaration") provides the Master Association with the authority to adopt at any time, and from time to time, and to enforce Rules and Regulations governing the use of the Common Areas and all facilities at any time situated thereon as well as governing the use of the Lots and residential property;

**WHEREAS**, Article VII, Section 26 of the Declaration further provides the Master Association with the specific authority to have the right to adopt additional rules and regulations governing the rental or leasing of residential Lots;

**WHEREAS**, Article XIII, Section 2 of the Declaration provides that, in the course of reviewing all leases in order to approve or disapprove of same, the Master Association has the authority to require such other information concerning the intended purchaser or lessee as the Master Association may reasonably require;

**WHEREAS**, the City of West Palm Beach requires certain taxes to be paid and licenses to be obtained by persons wishing to lease their residential property;

**NOW THEREFORE**, be it resolved as follows:

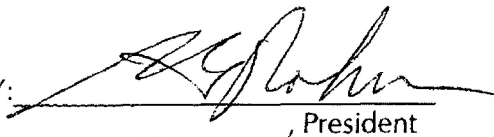
1. That the Rules and Regulations of the Association shall be amended by the creation of a new Rule as follows:

As a condition of approving any lease of a Residential Lot pursuant to Article XIII of the Declaration, the Board of Directors of the Master Association shall require any Owner wishing to lease his or her Residential Lot to provide documentation and evidence that all rental or leasing licenses have been obtained by any applicable City or County government, and that any and all applicable rental taxes, hotel taxes or other applicable taxes have been paid by such Owner for the leasing of his or her Residential Lot.

**IBIS PROPERTY OWNERS ASSOCIATION, INC.**

Date: May 11, 2015

BY: \_\_\_\_\_

  
\_\_\_\_\_, President

Thomas S. Rohrer

Assoc Sand Cay

Acct # Legal

Doc Typ

Rental Guidelines

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**WHEREAS**, Article XIII, Section 2 of the Declaration provides that, in the course of reviewing all leases in order to approve or disapprove of same, the Master Association has the authority to require such other information concerning the intended purchaser or lessee as the Master Association may reasonably require;

**WHEREAS**, the City of West Palm Beach requires certain taxes to be paid and licenses to be obtained by persons wishing to lease their residential property;


**NOW THEREFORE**, be it resolved as follows:

1. That the Rules and Regulations of the Association shall be amended by the creation of a new Rule as follows:

As a condition of approving any lease of a Residential Lot pursuant to Article XIII of the Declaration, the Board of Directors of the Master Association shall require any Owner wishing to lease his or her Residential Lot to provide documentation and evidence that all rental or leasing licenses have been obtained by any applicable City or County government, and that any and all applicable rental taxes, hotel taxes or other applicable taxes have been paid by such Owner for the leasing of his or her Residential Lot.

**IBIS PROPERTY OWNERS ASSOCIATION, INC.**

Date: May 11, 2015

BY: , President  
Thomas S. Rohrer



"The Capital City of the Palm Beaches"

CONSTRUCTION SERVICES DEPARTMENT  
P O BOX 3366  
West Palm Beach FL 33402  
Telephone: 561/805-6700  
FAX: 561/805-6676

## Acknowledgement of Landlord/ Property Owner

I, \_\_\_\_\_, landlord /property owner, have received an affidavit from the prospective tenant(s), that no residents of the rented dwelling are registered as a sexual offender or a sexual predator.

I, \_\_\_\_\_, landlord /property owner, have reviewed the up-to-date list of sexual offenders and sexual predators, or have conferred with the West Palm Beach Police Department, and have determined that the prospective tenant or tenants are not included on the list.

I, \_\_\_\_\_, landlord /property owner, acknowledge that the requirements of Chapter 54, Article XII. of the City Code relating to sexual offenders or sexual predators shall apply upon termination of any leasehold relationship arising from a landlord-tenant relationship, or the expiration of a lease, or when an offender or predator changes residence.

ADDRESS: \_\_\_\_\_

Name of Landlord/ Property Owner (printed) \_\_\_\_\_

Signature of Landlord/ Property Owner \_\_\_\_\_ DATE: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_,

By \_\_\_\_\_ who is personally known to me or who has produced

\_\_\_\_\_ As identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

Rev. 7/28/08

*"An Equal Opportunity Employer"*



"The Capital City of the Palm Beaches"

Construction Services Department  
PO Box 3366  
401 Clematis St  
West Palm Beach FL 33401  
Telephone: (561) 805-6700  
Fax: (561) 805-6676

Rev. 04/2009

RECEIPT #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_

**BUSINESS TAX RENTAL APPLICATION/CERTIFICATE OF USE**

PCN# (REQUIRED) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

RENTAL PROPERTY ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

PROPERTY OWNER'S INFORMATION (If a corporation, must include information for all officers):

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER'S MAILING ADDRESS \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE #: \_\_\_\_\_ ST \_\_\_\_\_

FEDERAL ID#: \_\_\_\_\_ OR SOCIAL SECURITY #: \_\_\_\_\_

AS REQUIRED BY FS205.0535(5)

TELEPHONE #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CITY CODE SEC 22-31. DESIGNATION OF RESIDENT AGENT.

NO BUSINESS TAX RECEIPT SHALL BE ISSUED BY THE CITY FOR A RENTAL DWELLING LOCATED ON A RENTAL PREMISES UNLESS THE APPLICANT DESIGNATES IN WRITING TO THE CITY THE NAME, ADDRESS & LOCAL TELEPHONE NUMBER OF THE OWNER OR RESIDENT AGENT TO RECEIVE SERVICE OF NOTICE OF VIOLATION FOR THIS CODE.

THE OWNER MAY DESIGNATE AS HIS OR HER RESIDENT AGENT ANY NATURAL PERSON 18 YEARS OF AGE OR OLDER WHO IS CUSTOMARILY PRESENT AT A BUSINESS LOCATION WITHIN THE CITY OF WEST PALM BEACH FOR THE PURPOSES OF TRANSACTING BUSINESS, OR WHO ACTUALLY RESIDES WITHIN THE CITY OF WEST PALM BEACH.

DESIGNATED RESIDENT AGENT'S NAME: \_\_\_\_\_

PCN # OF DESIGNATED RESIDENT AGENT (REQUIRED)

ADDRESS: \_\_\_\_\_ APT \_\_\_\_\_

CITY: \_\_\_\_\_

TELEPHONE # WORK \_\_\_\_\_ HOME # \_\_\_\_\_

**FOR OFFICE USE ONLY**

ASSISTED BY: \_\_\_\_\_

SIC #: \_\_\_\_\_

KIND CODE #: \_\_\_\_\_

DATE

*"An Equal Opportunity Employer"*



## **BUSINESS TAX RENTAL CHECKLIST**

	COMPLETE CITY APPLICATION AND RETURN TO DEVELOPMENT SERVICES (1 <sup>ST</sup> FLOOR)
	PCN NUMBER - CALL PALM BEACH COUNTY PROPERTY APPRAISER'S OFFICE AT <b>561-355-2890</b>
	PLEASE READ, SIGN AND NOTARIZE <b>ACKNOWLEDGEMENT OF LANDLORD/PROPERTY OWNER</b> (SEE ATTCHED)
	<b>COPY OF ARTICLES OF INC.</b> REGISTERED IN THE STATE OF FLORIDA (IF APPLICABLE)
	<b>COPY OF FICTITIOUS NAME</b> REGISTERED IN THE STATE OF FLORIDA (IF APPLICABLE)
	<b>COPY OF RECORDED WARRANTY DEED, TAX BILL OR SETTLEMENT DOCUMENTS FROM CLOSING PACKET (FOR RECENTLY PURCHASED PROPERTY)</b>
	<b>COPY OF STATE LICENSE (IF APPLICABLE) (5 OR MORE UNITS PER PROPERTY OR SHORT-TERM VACATION RENTAL) – DEPARTMENT OF BUSINESS &amp; PROFESSIONAL REGULATION AT 850-487-1395</b>
	<b>COPY OF BILL OF SALE (FOR RECENTLY PURCHASED PROPERTY)</b>

# FEE SCHEDULE AND DEPARTMENTAL APPROVAL

Rev. 4/2009

## RENTAL FEES:

VACATION RENTAL SHORT-TERM \* (PLEASE INDICATE) YES \_\_\_\_ NO \_\_\_\_

If yes, please include a copy of your State of Florida Resort Condominium or Dwelling License.

RENTAL PROPERTY TYPE: SINGLE FAMILY/TOWNHOUSE/CONDO #: \_\_\_\_ X 38.59 = \$ \_\_\_\_

GARAGE APARTMENT(S) #: \_\_\_\_ X 38.59 = \$ \_\_\_\_

(If garage apartment property may still be required to have a garage)

APARTMENT(S) #: \_\_\_\_ X 33.08 = \$ \_\_\_\_

ROOMING HOUSE(S) #: \_\_\_\_ X 11.57 = \$ \_\_\_\_

# OF ROOMS (X) \$11.57

PENALTIES: 10% \_\_\_\_ 15% \_\_\_\_ 20% \_\_\_\_ 25% \_\_\_\_ \$ \_\_\_\_

CHANGE NAME/OWNER \$25 EACH = \$ \_\_\_\_

ZONING FEE = \$10.00 \$ \_\_\_\_

CERTIFICATE OF USE FEES: INITIAL APPLICATION FEE = \$50.00 \$ \_\_\_\_

ANNUAL RENEWAL FEE = \$20.00 \$ \_\_\_\_

Total \$ \_\_\_\_

PCN# (REQUIRED) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

RENTAL LOCATION ADDRESS \_\_\_\_\_

## FOR OFFICE USE ONLY

ZONING APPROVAL: \_\_\_\_\_ DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_

CODE ENFORCEMENT APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

CODE ENFORCEMENT DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_

FIRE DEPARTMENT APPROVAL: \_\_\_\_\_ DENIED: \_\_\_\_\_

DATE: \_\_\_\_\_

I CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT, AND I UNDERSTAND THAT ANY FALSE STATEMENTS CONSTITUTE A VIOLATION OF FLORIDA STATE STATUTES § 832.02 AND WILL RESULT IN THE REVOCATION OR DENIAL OF CERTIFICATE OF USE AND PROSECUTION IN ACCORDANCE WITH THE LAW. I HEREBY AGREE TO OPERATE THE ABOVE DESCRIBED PROPERTY IN ACCORDANCE WITH ALL THE LAWS OF THE STATE OF FLORIDA AND THE LAWS AND ORDINANCES OF THE CITY OF WEST PALM BEACH. FURTHERMORE, I UNDERSTAND THAT THE ISSUANCE OF THIS LICENSE IS CONDITIONED UPON THE COMPLIANCE WITH ALL ORDINANCES AND THE RESULTS OF ANY INVESTIGATIONS OF THE ABOVE DESCRIBED PROPERTY.

OWNER'S SIGNATURE: \_\_\_\_\_ RENTAL PROPERTY ADDRESS: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURES MUST BE ORIGINAL

APPLICATION MAY NOT BE FAXED

*"Vacation rental short-term means any dwelling unit or structure originally constructed for residential use that is used for temporary lodging and is listed with an agent, advertised or made available by referral, word of mouth, Internet, recommendation and/or reputation as a vacation or tourist rental and rented or made available for rent for a minimum of 7 consecutive days. Short-term vacation rentals shall possess a State of Florida Resort Condominium or Dwelling License."*



On July 28, 2008, the City of West Palm Beach adopted Ordinance No. 4159-08, an ordinance relating to the regulation of the residency of sexual offenders and sexual predators within the City of West Palm Beach. The subject ordinance prohibits sexual offenders and sexual predators from residing within fifteen hundred (1,500) feet of any school, designated school bus stop, child care facility, park, playground, community center, or other place where children congregate, and is applicable to all dwelling units located within the city.

Specifically, Section 54-370 of this ordinance prohibits a landlord or owner of a residential property in the city that is located within fifteen hundred (1,500) feet of any school, designated school bus stop, child care facility, park, playground, or community center, or other place where children congregate from permanently or temporarily letting or renting a residence to any sexual offender or sexual predator, and allows for the imposition of a civil fine against a landlord or owner of residential property in the city for a violation of the City's ordinance.

The provisions of the City's ordinance are not applicable to persons residing at a prohibited location on the effective date of this article. The provisions of this article do apply upon termination of any leasehold relationship arising from a landlord-tenant relationship or the expiration of a lease.

Additionally, the Code of Ordinances sets forth that a landlord or owner of residential property who rents dwelling units located within the city that are located within fifteen hundred (1,500) feet of any school, designated school bus stop, child care facility, park, playground, community center, or other place where children congregate must obtain an affidavit from the tenant that they, or the people who reside with them, are not registered sexual offenders or sexual predators, and must make a good faith effort to confirm that a prospective tenant is not registered as a sexual offender or sexual predator.

The following websites are available for a landlord or owner of residential property to confirm a proposed tenant is not registered sexual offender or sexual predator:

<http://www.wpbpolice.org/sexual-offenders.php>  
<http://offenders.fdle.state.fl.us/offender/homepage.do>

Alternatively, you may contact the City of West Palm Beach Police Department Detective Division directly at (561) 822-1700.

Such actions shall constitute good faith compliance with the City's ordinance, even if it is ultimately determined that a sexual predator or sexual offender did reside in their rental unit.