



# Short-Term Rental Information

## WHAT IS A SHORT-TERM RENTAL?

**SHORT-TERM RENTAL (STR).** A dwelling unit, dwelling of any type, room, building, house or other structure or the part of a structure, including a manufactured home, that is or can be utilized as a transient sleeping place by one or more persons for less than one-hundred and eighty (180) consecutive days per rental period primarily engaged in providing short-term lodging (except hotels, motels, casino hotels, and bed-and-breakfast inns), with only one rental residence allowed per parcel, where business and/or commercial events and activities are prohibited. Not to be permitted on lots of non-conforming use nor in commercial, industrial or institutional districts. To fall under NAICS code 721199 and Riverside Code number 721 Schedule O(S).

**SHORT-TERM RENTAL MANAGER.** The owner of the dwelling proposed to be covered under the business license or possession of a letter from the dwelling's owner designating the person or entity as the owner's designated agent for such purpose. Proof of ownership is required at time of licensing. Any person or entity that arranges the rental, cleaning, listing, advertising, management, or otherwise assists in the operation of a Short-term rental for a profit. Short-term rental manager does not include listing services or online platforms for Short-term rental listings.

## STR BUSINESS LICENSE

- a) A valid City of Riverside STR License must be obtained for each separate short-term rental location and the STR License number must be stated on any advertisement or listing for each short-term rental.
- b) STR Licensing requires lodging tax registration with the Alabama Department of Revenue.
- c) License are valid for the calendar year of issuance only.
- d) To obtain a Short-term License, or renewal thereof, the person or entity applying for same must submit a notarized affidavit to the City of Riverside Revenue Department attesting that the requirements have been met.
- e) STR Business License may be revoked or deemed non-renewable in the event that:
  - (i) Three(3) or more substantiated nuisance complaints are received by the City within one calendar year;  
OR
  - (ii) For failure to maintain compliance with any of the regulations set forth within these guidelines and/or any other municipal, local, state or federal regulation.

## STR REQUIREMENTS

- a) Each Short-term rental must meet applicable building and fire codes and be equipped with the following:
  - 1) Maximum of 2 overnight guests per bedroom.
  - 2) Minimum age requirement of primary renter is 20 years.
  - 3) Events, parties, reunions nor any other organized gathering are allowed.
  - 4) Off-street parking shall be provided on the premises. No more than 2 vehicles allowed per reservation. Parking is not allowed on streets, rights or ways, nor adjacent properties.
  - 5) Operational smoke and carbon monoxide detectors per floor.
  - 6) One 2.5 lb Class A-B-C fire extinguisher per floor.
  - 7) Prominently displayed and legible 9-1-1 address on building exterior.
- b) The name and telephone number of a local (within 70 miles of STR) responsible party shall be written on the Good Neighbor Guidelines(pg4) and conspicuously posted within each short-term rental. The local responsible party shall answer and respond to calls, from the tenant and/or local officials, twenty-four (24) hours a day, seven (7) days a week for the duration of each short-term rental period, to address problems or complaints associated with the short-term rental/tenants.
- c) Properties located in subdivisions with current subdivision covenants supersede municipal permissive uses for Short-Term Rentals and should therefore be followed.
- d) Owner must remit all applicable taxes as necessary and required by law

## STR LICENSING

To apply for a Short-Term Rental Business License, complete pages 2 and 3 of this packet and submit with corresponding documents to [revenue@riverside-al.com](mailto:revenue@riverside-al.com) .

For More information please call the Revenue Office at 205.338.7692 ext 3



# Short Term Rental Business License Application

(Please Print or Type)

Short Term Rental Application Type:  New  Renewal

Applicant Name \_\_\_\_\_ Applicant Company (If Applicable) \_\_\_\_\_

Applicant Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Designated Agency (If Applicable) \_\_\_\_\_

STR Physical Address \_\_\_\_\_

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

Property Owner (If different from Applicant) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Local Responsible Party Contact

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Lodging tax # (Required by the Alabama Department of Revenue) \_\_\_\_\_

Total Number of Bedrooms: \_\_\_\_\_ Unit Sleeps how many: \_\_\_\_\_  
Maximum of 2 overnight guests per bedroom

Where STR will be Advertised: \_\_\_\_\_

Application for a Short Term Rental Business License does not permit business operation unless business is in compliance with all applicable laws/regulations. I understand that license may be revoked at any time when found non-compliant. The parties hereby agree that this page may be executed with electronic signatures and shall be valid and binding on the parties.

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_



# Short Term Rental Affidavit

To obtain a Short-term rental Business license or renewal thereof the person or entity applying for same must submit a signed affidavit to the City of Riverside Revenue Department attesting that the requirements below have been met.

Please ✓

<input type="checkbox"/>	Parking	-Off-street parking shall be provided on the premises. -No more than 2 vehicles allowed per reservation. -Parking is not allowed on streets, rights or ways, nor adjacent properties.
<input type="checkbox"/>	Proof of Ownership / Lodging	-Valid proof of property ownership and Lodging tax number is required at time of licensing and/or renewal.
<input type="checkbox"/>	Operational Detectors	-Operational smoke and carbon monoxide detectors on each floor of structure.
<input type="checkbox"/>	Fire Extinguishers	-One 2.5 lb. Class A-B-C fire extinguisher on each floor of structure.
<input type="checkbox"/>	Exterior Address Displayed	-Prominently displayed and legible 9-1-1 address on building exterior.
<input type="checkbox"/>	Local Responsible Party Contact Posted	-The information for the local responsible party shall be listed on the "Good Neighbor Guidelines" and conspicuously posted inside the unit.
<input type="checkbox"/>	Revocation	-License may be revoked/not renewed when (i) 3+ nuisance complaints are received within a calendar year, or (ii) for failure to maintain compliance with any regulation.
<input type="checkbox"/>	Other Regulations	-Subdivision covenants supersede municipal permissive uses for STR and should be followed. -Must remit all applicable taxes as necessary and required by law.

I, \_\_\_\_\_, being the owner/operator of the above named Short-Term Rental(STR) property, understand that I am solely responsible for the implementation of the listed requirements and that these requirements must be met. I acknowledge that the STR must comply with any other listed and non-listed governing regulations and that nuisance can result in revocation of license to operate. The parties hereby agree that this document may be executed with electronic signatures and shall be valid and binding.

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

I hereby witness that \_\_\_\_\_ whose name is signed to the foregoing conveyance, and who is identified to me by the attached government issued identification, acknowledged before me on this day that, being in compliance with the contents of the conveyance, he executed the same voluntarily on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary / Witness

\_\_\_\_\_  
Notary / Witness Name (Please Print)



## Short-Term Rental

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**The following page must be completed  
and posted inside the rental, in a  
conspicuous place, at all times.**

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## Short-Term Rental GOOD NEIGHBOR GUIDELINES

The Good Neighbor Guidelines are a reminder to Short-Term Rental Owners and Guests of the importance of being a good neighbor! Please adhere to these guidelines.

**24-Hour Contact Information:** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed at the bottom of this form. In the event of an emergency, call 9-1-1!

**General Respect to Neighbors:** Be friendly, courteous and treat your neighbors like you want to be treated. Respect your neighbors and their property. Park in your designated parking only.

**Noise:** Be considerate of the neighborhood and your neighbors. The advised Quiet Hours are:

Monday-Thursday 10:00pm to 7:00am  
Friday - Sunday 11:00pm to 8:00am

**Limits:** - Maximum of 2 overnight guests per bedroom.  
- Minimum age requirement of primary renter is 20 years.  
- Maximum of 2 vehicles allowed per reservation.

**Maintenance of Property:** Be sure to pick up after yourself and keep the property clean and free of trash.

**Garbage Disposal:** Place trash containers at the appropriate place and time for pickup, then return them to their designated location.

**Parking & Traffic Safety:** No more than 2 vehicles allowed per reservation. Occupant's vehicles must be parked off of the street and on the STR property. No recreational vehicles, buses, boats or trailers may be stored on the street or forward of the front-property line of the STR property. Drive slowly through neighborhoods and watch for pedestrians and children playing.

**Pets:** Promptly clean up after your pets. Prevent excessive and prolonged barking, and keep your pets from roaming the neighborhood. Control aggressive pets and be sure to abide by the local leash law.

**No Events on Premise:** Using the STR as an event site is not allowed. No weddings, parties, concerts or similar events are permitted.

**Tenant/Guest Responsibility:** Approved tenants and guests are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms, restrictions.

STR Ordinance No. 2021-0517.

**For Assistance:** Local Responsible Party Contact-

Name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**In Case of Emergency:** Call 9-1-1