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. Given the many possible variations of uses in a zoning district, City Representatives are empowered to make interpretations so as to classify any questioned property use within a listed use classification of most similar impact and characteristics..

SHORT-TERM RENTAL MANAGER. The owner of the dwelling proposed to be covered under the 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 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 and must be applied for annually.

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 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.

(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.

(iii) City Council action.

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 License, complete pages 2 and 3 of this packet, print, sign and have notarized. You may submit, along with corresponding documents, to revenue@riverside-al.com or by mail to City Hall.

For more information please call the Revenue & Inspections Office at 205.338.7692 ext 3

Short Term Rental Application
2026

Short Term Rental Application Type: ☐ New ☐ Renewal
(Please Print or Type)

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: _____

Sworn Statement: I hereby swear that the above information to the best of my knowledge is true, correct, and complete. I understand issuance of license does not permit business operations, per se. 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 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 ✓

☐	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.
☐	Proof of Ownership / Lodging	-Valid proof of property ownership and Lodging tax number is required at time of licensing and/or renewal.
☐	"Good Neighbor Guidelines"	-Adherence to all regulations stated on the "Good Neighbor Guidelines must be advertised and followed.
☐	Smoke Detectors and Fire Extinguishers	-One 2.5 lb. Class A-B-C fire extinguisher on each floor of structure.
☐	Exterior Address Displayed	-Prominently displayed and legible 9-1-1 address on building exterior.
☐	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.
☐	Revocation	-License may be revoked/not renewed when (i) 3+ nuisance complaints are received within a calendar year, (ii) for failure to maintain compliance with any regulation or (iii) City Council action.
☐	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 was identified to me, acknowledged before me on this day that, being in compliance with the contents of the conveyance, executed the same voluntarily on this _____ day of _____, 20 _____.

_____ _____
Notary / Witness Signature Notary / Witness Name (Please Print)

The following form (page 5) must be completed and posted inside the rental, in a conspicuous place, at all times.

Do not submit page 5 with your packet.

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 do not trespass on 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 8 overnight guests - No more than 2 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

Posted as Required by: City of Riverside · Revenue & Inspections Department
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