



The Village of North Palm Beach
Community Development Department
701 U.S. Highway 1, Suite 100, North Palm Beach, FL 33408
Phone: (561) 841-3365 • Email: npbcommdev@village-npb.org

SHORT TERM VACATION RENTAL DESIGNATED RESPONSIBLE PARTY FORM

PROPERTY ADDRESS	
LOCATION	
PROPERTY OWNER	
NAME (LAST, FIRST OR BUSINESS NAME)	NAME (LAST, FIRST OR BUSINESS NAME)
STR# STREET NAME APT/SUITE EMAIL ADDRESS	STR# STREET NAME APT/SUITE EMAIL ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE 1 PHONE 2	PHONE 1 PHONE 2
DESIGNATED RESPONSIBLE PARTY	
NAME (LAST, FIRST OR BUSINESS NAME)	
STR# STREET NAME APT/SUITE EMAIL ADDRESS	
CITY, STATE, ZIP	
PHONE 1 PHONE 2	
ORDINANCE No. 2019-28: SECTION 2 (E). DESIGNATED RESPONSIBLE PARTY	
The name and telephone number of the designated responsible party shall be prominently posted on the front exterior of the short-term vacation rental in a place visible to the public.	
The designated responsible party must be available at the posted telephone number twenty-four (24) hours a day, seven (7) days a week and capable of directly responding, or directing a designated agent to directly respond to and resolve any issues or concerns raised by transient occupants, Village staff, or law enforcement when the short-term vacation rental is occupied. If necessary, the designated responsible party must be willing and able to come to the short-term vacation rental unit within two (2) hours following notification to address any issue that is not capable of being addressed via telephone.	
15.18. A. Definitions	
Designated Responsible Party. The term "designated responsible party" means the owner, or any person eighteen (18) years of age or older designated by the owner, tasked with responding to requests for complaints, and other problems relating to or emanating from the short-term vacation rental. There shall only be one designated responsible party for each short-term vacation rental. An owner may retain a private property management company to serve as the designated responsible party.	
Owner. The term "owner", shall mean the person or entity holding legal title to the short-term vacation rental property, as reflected in the Palm Beach County Tax Collector's records.	
By signing below, Owner represents that the designated responsible party identified above meets these requirements.	
Signature:	Date: