

**SAMPLE DOCUMENT PACKAGE
OF MISCELLANEOUS POSTINGS**

**FOR REFERENCE AND ASSISTANCE
IN COMPLETING VACATION RENTAL
REGISTRATION APPLICATION**

Parking Details



Welcome, we're glad you're here!

Please read and understand the following

1. All occupants of short-term vacation rental units must comply with Chapter 26 of the City's Code of Ordinances (See QR below), governing parking, noise, nuisances, litter, and abandoned property.
2. All occupants must promptly evacuate the short-term vacation rental upon posting any evacuation order issued by state or local authorities. For reference, you are in **Evacuation Zone A**. Please see the evacuation map for directions. You may also visit **pinellas.gov/topic/safety-emergencies/** for further information.
3. You are vacationing in a residential area, please be mindful of all noise during all hours. Quiet hours are from 10 pm to 7 am daily and you **must** adhere to the local noise ordinance.
4. Maximum occupancy in IRB residential areas is 2 guests per bedroom with a maximum total of 12 guests. This is set to begin tentatively in early 2025.

Sincerely, your host



Scan the above QR code for Chapter 26 of the City's Code of Ordinances.

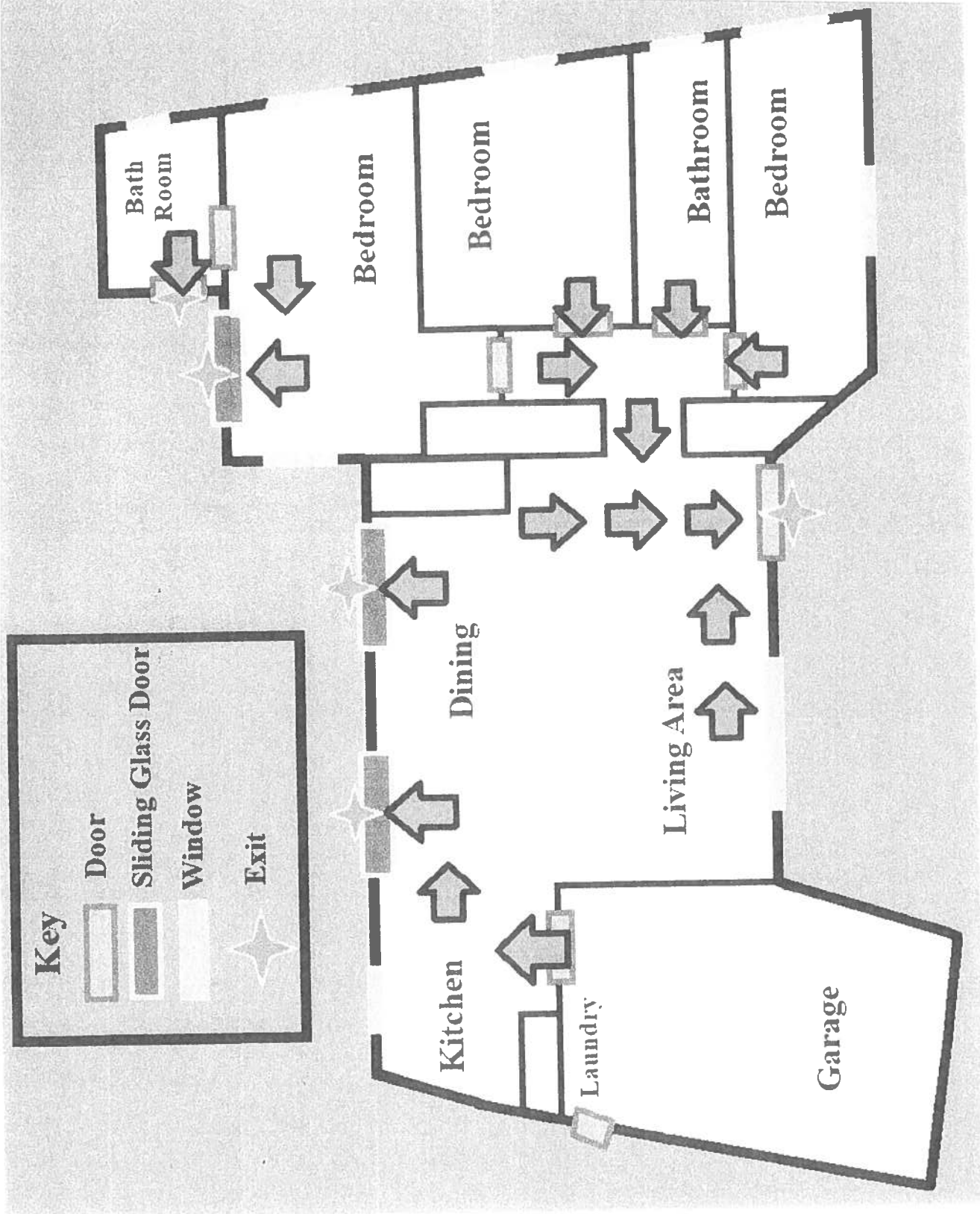
Welcome, we're glad you're here!

Code of Conduct

1. Adherence to occupancy policies and limits is strictly enforced. These policies are in place for your safety as well as the protection of the vacation home and the vacation rental industry.
2. **Check-in time is 4 pm and check-out is at 10 am.** There are **NO** late check-outs.
3. Guests cannot exceed the maximum guest count at this property at any point in time. Violation of this may result in the loss of your reservation.
4. No smoking/vaping inside the home. No illegal substances of any kind.
5. No pets, unless this is a pet-friendly property and the pet has been approved by management first. A non-refundable pet fee will apply. Please notify management of any service animals.
6. When in Gulf waters please be aware that rip currents may be present. Further information can be found at: weather.gov and in the information binder.
7. Please report any damages to management immediately; guests may be responsible for damages. Some of our properties require a refundable damage deposit. If you are staying at one of these properties and there are damages you will forfeit your damage deposit.

We are a full-service rental company and want to make sure you are as happy as possible with your vacation. If you experience any issues at all during your stay, please call us! 9 out of 10 times we are able to resolve your issue over the phone within minutes by directing you to back up supplies, instructions, etc. If not, we are happy to send someone to assist you in person.

Phone: _____



IMPORTANT INFORMATION

Please see the information below that is required to be posted in this rental:

Property Manager:

WiFi ID:

Password:

BTR#

Important Notices:

ALL OCCUPANTS OF THIS SHORT-TERM RENTAL UNIT MUST COMPLY WITH CHAPTER 26 OF THE CITY'S CODE OF ORDINANCES, GOVERNING PARKING, NOISE, NUISANCES, LITTER, AND ABANDONED PROPERTY. ALL OCCUPANTS MUST PROMPTLY EVACUATE THE SHORT-TERM VACATION RENTAL UPON POSTING ANY EVACUATION ORDER ISSUED BY STATE OR LOCAL AUTHORITIES.

All items must be removed from the beach by 10:00 PM. Any items left after this time are subject to removal by the City. Dogs are not allowed on the beach. Only service dogs are allowed on the beach. Service dogs are defined as an animal that is required due to a person's disability and has been specifically trained to perform a task. Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA. Misrepresentation of a service animal is a violation of the ADA as well as the Florida Statute.

Trash Pick Up:

Trash Pickup is every Tuesday and Friday. PLEASE place cans on the curb AFTER 7 p.m. the night before pick-up day. Return cans to the side of the garage the same day after they have been emptied. Can lids must be closed on the trash cans and no garbage bags may sit outside of the can. All trash must be inside the closed trash can. The city will issue fines for rules not followed.

Parking:

There are a total of 8 parking spots for this property and no more than 8 vehicles can be parked at the property at a time. There is **NO** street parking. For additional parking information please visit: www.indian-rocks-beach.com/parking.php

BEDROOMS/PARKING PLAN STATEMENT – CODE SEC 18-206 (7)

There is 1 Unit – the unit is a 4 Bedroom, 3 Bathroom dwelling.

Parking is located on the front side of the property within the private driveway, off the street.

The unit is provided with 4 Parking Spaces located within the designated driveway area on the property.

All guests will be informed of the designated parking locations prior to and upon Check-In to the unit.

PARKING PLAN – CODE SEC 18-206 (12)

The parking plan will be as follows:

The Unit will have four parking spaces assigned, located in the private driveway on the front portion (street-side) of the property. All parking will be off-street and limited to the designated driveway area.

Guests will be informed of the parking locations prior to checking in and with documentation in the Unit.

Guests will be informed about the prohibition of guests parking on the street or adjacent right of way.

Narrative on Owner-to-Guest Communication

Property Management Company:

Property Address:

Contact Info:

At Indian Rocks Beach, we maintain clear, consistent communication with all guests to ensure compliance with Indian Rocks Beach regulations and to promote respectful neighborhood interactions.

Before the Stay:

- Guests receive a **Welcome Email** outlining:
 - Check-in/check-out instructions and emergency contacts
 - City rules on **quiet hours (10 PM – 7 AM)**, **parking**, **occupancy limits**, and **trash/recycling procedures**
- Guests must accept our **House Rules**, which prohibit parties, enforce occupancy limits, and require respect for neighbors

During the Stay:

- **24/7 guest support** is available via phone or text
- A **Guest Info Binder** in the home includes:
 - Local emergency contacts
 - City of Indian Rocks Beach **Good Neighbor Brochure**
 - Reminders of key ordinances and property rules
- A local representative can respond **within one hour** to any issues or complaints

After the Stay:

- Guests receive a thank-you message and feedback request
- The property is inspected for rule compliance and any issues are documented
- Guest communication records are kept for **12 months**

We are committed to responsible hosting and ensuring our guests positively contribute to the Indian Rocks Beach community. - [Indian Rocks Beach](#)

PARKING DIAGRAM:

DIAN ROCKS BEACH, FLORIDA 33785



MAIN DRIVEWAY PARKING FOR 4 CARS

EXTERIOR SITE PLAN:

ROCKS BEACH, FL



Welcome!

Enjoy your stay at ...



GENERAL RULES & INFORMATION

1. All occupants of short-term vacation rental must comply with City's Code of Ordinance regarding litter, noise, parking, trash, and sea turtles.
2. Be respectful of the property, its furnishing, and amenities. This mean taking care of the furniture, appliances, and other items in or on the rental property. Do not damage anything, and report any problems to the host immediately.
3. NO SMOKING, NO VAPING
4. NO PETS
5. QUIET HOURS 10 PM – 7 AM
You are vacationing in a residential area. Please be a good neighbor by keeping the noise to respectful level during the day and night. Excessive and unreasonable noise can deprive neighbors of the peaceful enjoyment of their property.
6. TRASH
Please place trash/recycling bins out the night before after 7 PM and return to the house by 7 PM after collection
Trash pickup: Tuesday & Friday
Recycling pickup: Wednesday
7. PARKING
Four (4) total parking spaces are available, two (2) in the driveway, and two (2) additional on the front of the property on the pebble river gravel. Parking spaces are set by the City of Indian Rocks Beach and are non-negotiable. There is no on street parking permitted by the City of Indian Rocks Beach.

8. OCCUPANCY

Occupancy of short-term rental units is base on the number of bedrooms and beds. Our 2 bedrooms house allows up to 5 persons. It is non-Negotiable.

9. SEA TURTLES SAFETY RULES

IRB Beaches are home to Sea Turtles. The City prohibits shining lights on the turtles at night. All sand structures and holes created on the beach must be returned to natural beach form.

SEA TURTLES SAFETY RULES & INFORMATION

1. All guests must observe hurricane evacuation orders issued by local/state government.
2. Smoke detectors are located throughout the house. Fire extinguisher located at kitchen.
3. There is no lifeguard on duty
4. When swimming on the Gulf waters off the beaches please to be aware of RIP tide currents may be present. See national weather service regarding current RIP tide condition in the Gulf of Mexico.
5. Emergency Contact Information

Police and Fire Department – IN CASE OF EMERGENCY PLEASE CALL 911

Pinellas County Sheriff -10750 Ulmerton Rd., Largo, FL 33785
(727) 582-6200

Pinellas Suncoast Fire Rescue 304 1st Street, Indian Rocks Beach, FL 33785
(727) 595-1117

Closest Hospital:

Largo Medical Center 201 14th SW, Largo, FL 33770 (727) 588-5200

Morton Plant Hospital 300 Pinellas Street, Clearwater, FL 33756
(727) 462-7000

Narrative on Owner to Guest Communication

Guest during the booking process will be provided and acknowledge receipt and review of a copy of the City Rules, including the solid waste storage and days of collection, the City rules for noise restrictions associated with short-term rentals, quiet hour rules, parking restrictions, and also Sea Turtle safety. The City rules will be also displayed within the unit itself.

If there are any issues. Guests will be asking to contact the responsible party through the booking applications, phone number, and email will also be available as method of contact. The responsible party's contact information will also be available and displayed within the unit, phone number and email address, and on the outside of the building with the phone number. Guest will be asking for any non-emergency request to contact responsible party between hours of 8 AM and 8 PM. If there is Emergency the guest will be advised to consider calling 911. If the emergency does not rise to the level of 911, than guest will be advised to contact the responsible party anytime necessary, 24 hours a day.

If Guests create issues such as excessive noise, the guest will understand that the responsible party may contact with through the booking applications and phone number and email that are available to request the issue to be corrected.



CITY OF INDIAN ROCKS BEACH
1507 BAY PALM BOULEVARD
INDIAN ROCKS BEACH, FL. 33785
(727)595-2517

CODE SEC 26-34 – UNREASONABLE NOISE PROHIBITED

YOU ARE VACATIONING IN A RESIDENTIAL NIEGHBORHOOD. PLEASE
BE RESPECTFUL TO RESIDENTS AROUND YOU. PLEASE OBSERVE QUIET
TIME 9:00 PM – 7:00 AM

CODE SEC 50-66 – TRASH & RECYCLING SERVICE

TRASH & RECYCLING SHALL BE BROUGHT TO THE CURB PRIOR
TO 7:00 AM ON THE DAY OF SERVICE & SHALL BE REMOVED FROM
THE CURB BY 7:00 PM THE DAY OF SERVICE

CODE SEC 86-85 – SEA TURTLE SAFETY & LIGHTING

SEA TURTLES ARE PROTECTED ON ALL PINELLAS COUNTY BEACHES.
NON-TURTLE FRIENDLY OUTSIDE LIGHTS SHOULD BE TURNED OFF AT
DUSK. CLOSE DRAPES TO SHADE INTERIOR LIGHTING. DO NOT TOUCH OR
HARASS SEA TURTLES OR NESTS.

DOCUMENT SEC 18-217 "D" "2"

Narrative On Owner To Guest Communication – SEC 18-206(14)

Guests during the booking process will be provided and acknowledge receipt and review of a copy of the city rules, including the solid waste storage rules, and days of collection, the city rules for noise restrictions associated with short-term rentals, parking restrictions, and quiet hour rules. The city rule are also displayed in the house.

If there are any issues, guests will be asked to call or text or through email at

..... m. All contact information is given to all guests prior to arrival and it is also displayed in the house and in the house rules manual and also phone is displayed outside the front door of the house. Guest may contact anytime. If there is an emergency the guests will be advised to first consider calling 911. If the emergency does not rise to the level of 911, then the guest will be advised to contact anytime necessary, 24 hours a day.

If Guests create issues such as excessive noise, the guest will understand that will contact them to request the issue be corrected.

All occupants of short-term vacation rental units must comply with Chapter 26 of the City's Code of Ordinances, governing parking, noise, nuisances, litter and abandoned property.

Trash Days: Tuesday & Friday Recycling Days: Wednesday

**Nearest Hospital: Largo Medical Center
Address: 201 14th St. SW Largo, FL 33770
Phone Number: 727-588-5200**

All occupants must promptly evacuate the short-term vacation rental upon posting of any evacuation order issued by state or local authorities.

House Rules

While you are staying with us:

- There are video cameras on the outside of the house
- Please keep spa off unless you are using it
- Please do not park on the grass or in the street
- Life jackets are located in the brown box on the side of the house
- Please rinse life jackets with fresh water and clip them to the dock to dry after use
- The fire extinguisher is located under the kitchen sink
- Garbage is collected on Tuesday and Friday mornings please put garbage cans out by the street
- Linen for the sleeper sofa are in the closet
- Be respectful of the property, its furnishings and any amenities. This means taking care of the furniture, appliances, and other items in or on the property
- Please report any damage to property or problems immediately to the [727-595-4000](tel:727-595-4000)
- Keep the noise level down. Quiet Times are 10:00PM – 7:00AM
- Smoking is not allowed inside the property or inside any structures on the property
- The boat and lift are not part of the Airbnb

Emergency Contact Information:

Police and Fire Department – IN CASE OF EMERGENCY CALL 911

Pinellas County Sheriff 10750 Ulmerton Rd. Largo, FL. 33778 (727) 582-6200

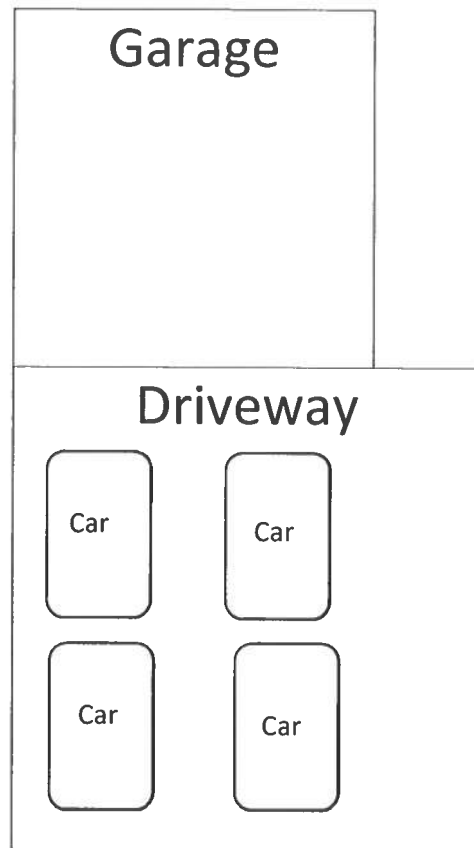
Pinellas Suncoast Fire Rescue 304 1st St., Indian Rocks Beach, FL. 33785 (727) 595-1117

Hospitals:

Largo Medical Center 201 14th SW. Largo, FL. 33770 (727) 588-5200

Morton Plant Hospital 300 Pinellas St. Clearwater, FL. 33756 (727) 462-7000

Parking Plan — — — — —



There will be 4 parking spaces in the driveway. No cars can be parked in the streets. The 4 parking spaces are specified on this paper in the welcome manual. Every guest is greeted in person and explained the parking plan. NO parties are allowed at any time. Maximum of 6 guests.

Bedrooms Plan –

There are 2 bedrooms. The larger back bedroom has a king bed and a pullout couch. The smaller front bedroom has a queen bed. There is a pullout couch in the living room. Maximum of 6 guest are allowed to stay overnight.

Parking Plan

There will be 4 parking spaces in the driveway. No cars can be parked in the streets. The 4 parking spaces are specified on the Parking Plan in the House Rules Manual. Guest will be informed of the parking locations prior to checking in and there is also a copy of the parking plan in the House Rules Manual. Guest will be informed about the prohibition of guest parking on the street and adjacent right of way.

Parking, Exterior & Communication



Parking Plan & Bedroom Statement:

There are a total of **3** parking spots for this property and no more than **3** vehicles can be parked at the property at a time. There is **NO** street parking. For additional parking information please visit: www.indian-rocks-beach.com/parking.php

This home has **2** bedrooms and **2** bathrooms and is located in a residential neighborhood.
Quiet hours of 9pm -7am daily.

Owner to Guest Communication:

Our guests will receive check-in instructions electronically stating pertinent information. These rules and further city information are also posted at the entrance including but not limited to solid waste, noise ordinance, quiet hours, and parking.

RULES & INFORMATION

CITY ORDINANCES

**THE TOWN OF INDIAN ROCKS BEACH
REQUIRES THAT ALL GUESTS OBSERVE
LOCAL ORDINANCES REGARDING
LITTER, TRASH, NOISE, PARKING AND
SEA TURTLES.**

QUIET HOURS 10 PM - 7 AM

**YOU ARE VACATIONING IN A
RESIDENTIAL AREA. PLEASE BE A
GOOD NEIGHBOR BY KEEPING THE
NOISE TO A RESPECTFUL LEVEL DURING
THE DAY AND NIGHT. EXCESSIVE AND
UNREASONABLE NOISE CAN DEPRIVE
NEIGHBORS OF THE PEACEFUL
ENJOYMENT OF THEIR PRIVATE**

PROPERTY.

**PLEASE PLACE TRASH/RECYCLING
BINS OUT THE NIGHT BEFORE AFTER
7 PM AND RETURN TO THE HOUSE BY
7 PM AFTER COLLECTION.**

TRASH PICKUP: TUESDAY & FRIDAY

RECYCLING PICKUP: WEDNESDAY

**FOUR PARKING SPACES ARE
AVAILABLE IN THE DRIVEWAY.
PARKING SPACES ARE SET BY THE
CITY AND ARE NON-NEGOTIABLE.
THERE IS NO ON-STREET PARKING
PERMITTED BY THE CITY OF INDIAN**

ROCKS BEACH.

**OCCUPANCY OF OASIS PARADISE IS
LIMITED TO 10 AND IS SET BY THE
CITY OF INDIAN ROCKS BEACH. IT IS
NON-NEGOTIABLE.**

**IRB BEACHES ARE HOME TO SEA
TURTLES. THE CITY PROHIBITS
SHINING LIGHTS ON THE TURTLES AT
NIGHT. ALL SAND STRUCTURES AND
HOLES CREATED ON THE BEACH
MUST BE RETURNED TO NATURAL
BEACH FORM.**

Turtle Nesting Season

TURTLE NESTING SEASON

The Florida marine turtle nesting season is from May to October each year.

There are seven species of sea turtles including the green turtle, hawksbill, leatherback, loggerhead, olive ridley, Kemp's ridley and flatback. All but the olive ridley and flatback are found in Florida. Females nest every two or three years during the summer when they crawl to the shore to dig a nest in the sand using their rear fins. The female deposits about 100 eggs the size of ping pong balls in the nest. She covers the eggs with sand when she's finished and returns to the ocean. Male sea turtles never return to the shore after hatching. Only 1 in 1,000 hatchlings will survive to adulthood.

There are simple steps everyone can take to help protect marine turtles such as:

- Not leaving objects on the beach overnight
- Knocking down sandcastles and filling in holes before leaving the beach
- Placing all trash and recyclables in the proper containers
- Drawing the curtains at night to keep light from being seen from the beach
- Shielding all exterior lighting, using the least amount of lighting necessary, keeping lights low to the ground, and using long-wavelength (amber) bulbs. If you live or stay within view of the Gulf, be sure to turn off the lights inside your house when you leave and keep your curtains drawn when you are home. Also, make sure any exterior lights visible from the beach are turtle compliant. Do not use flashlights or cellphones on the beach at night.
- The Florida Fish and Wildlife Conservation Commission (FWC) keeps an updated list of best management practices for marine turtle lighting. Call the FWC Wildlife Alert number at 1-888-404-FWCC (3922) to report:
 - Stranded hatchlings
 - Harassment of sea turtles
 - Disturbance of nests
 - Entangled sea turtles
 - Disoriented hatchlings
 - Dead or injured sea turtles or hatchlings

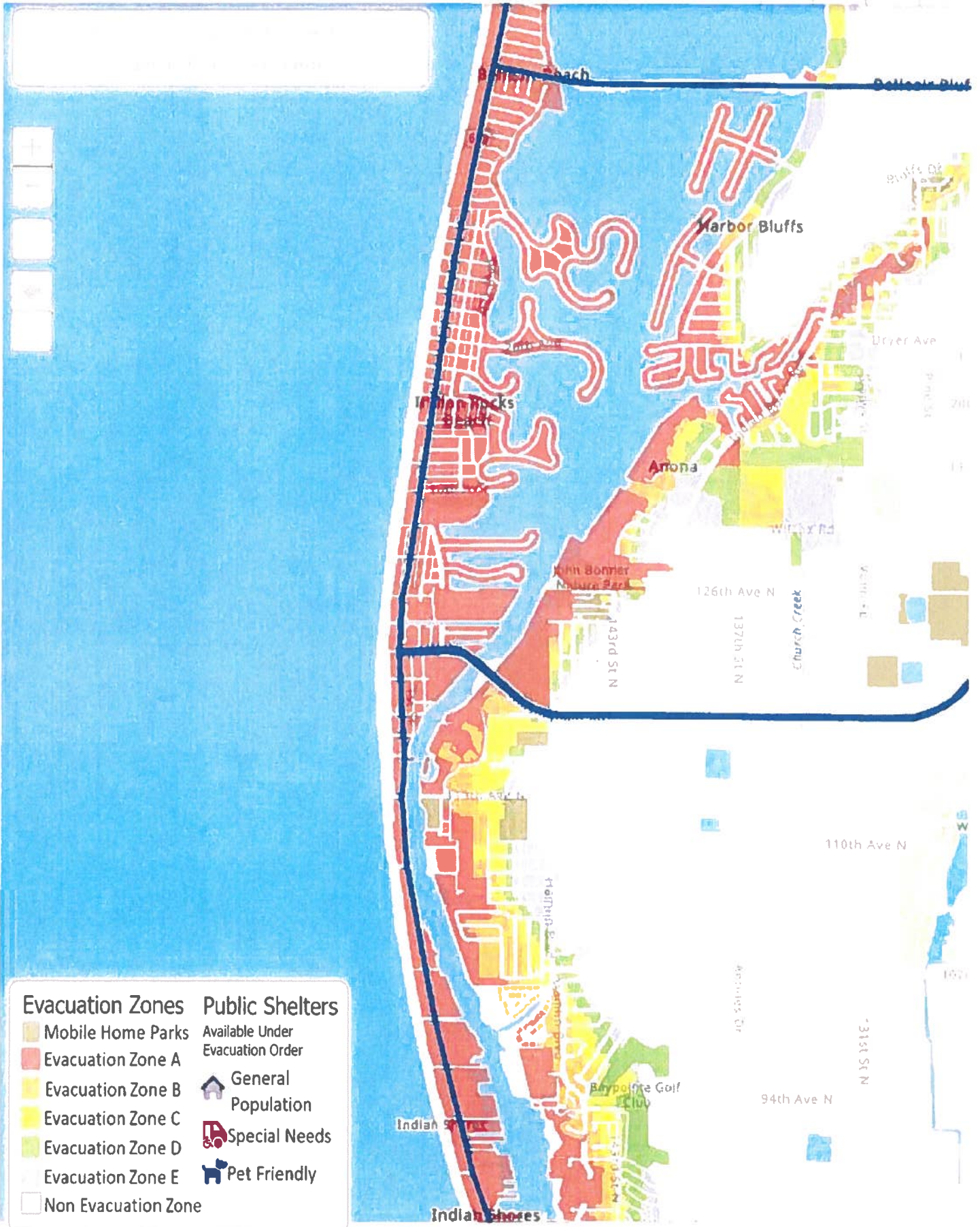
If you observe a property with improper lighting, please report it to the City's Code Enforcement staff at (727) 595-2517.

OUTSIDE POSTING IN PATIO OR POOL AREA

PLEASE KEEP THE NOISE TO A MINIMUM

YOU ARE VACATIONING IN A RESIDENTIAL AREA.
PLEASE BE A GOOD NEIGHBOR BY KEEPING THE NOISE
TO A RESPECTFUL LEVEL DURING THE DAY AND NIGHT.
EXCESSIVE AND UNREASONABLE NOISE CAN DEPRIVE
NIEGHBORS OF THE PEACEFUL ENJOYMENT OF THEIR
PROPERTY.

PLEASE OBSERVE QUIET TIME 10:00PM – 7:00AM





PROTECT OUR SEA TURTLES
SEA TURTLE NESTING SEASON IS FROM
MAY 1ST THRU OCTOBER 31ST

PLEASE LIMIT OR TURN OFF ALL NON TURTLE FRIENDLY
LIGHTING THAT IS VISIBLE FROM BEACH AFTER DARK.
CLOSE CURTAINS & BLINDS ON WINDOWS THAT
OVERLOOK THE BEACH. DO NOT LEAVE ANYTHING ON
THE BEACH OVERNIGHT. PLEASE FILL HOLES IN THE SAND
WHEN LEAVING THE BEACH.

MORE INFO – pinellas.gov/sea-turtle-protection

RIP CURRENTS



WHAT IS A RIP CURRENT?

A STRONG, NARROW CURRENT THAT FLOWS RAPIDLY AWAY FROM THE SHORE, RETURNING THE WATER CARRIED TO THE BEACH BY WAVES. IT HAS TO FIND A WAY TO GET BACK OUT TO SEA, AND IT DOES THIS BY FLOWING DOWNWARDS INTO DEEPER CHANNELS BETWEEN THE BREAKING WAVES.



HOW TO SPOT A RIP CURRENT

- DARKER, MURKY WATERS
- FEWER BREAKING WAVES
- SMOOTHER SURFACE IN LARGE SURF
- FOAM OR DEBRIS FLOATING OUT TO SEA
- CHOPPY RIPPLED SURFACE IN CALM WATER

IF CAUGHT IN A RIP CURRENT

- DON'T FIGHT THE CURRENT
- IF YOU CAN'T ESCAPE, FLOAT OR THREAD WATER
- IF YOU NEED HELP, CALL OR WAVE FOR ASSISTANCE
- SWIM PARALLEL TO THE BEACH TOWARDS THE BREAKING WAVES

EVACUATION ZONE A

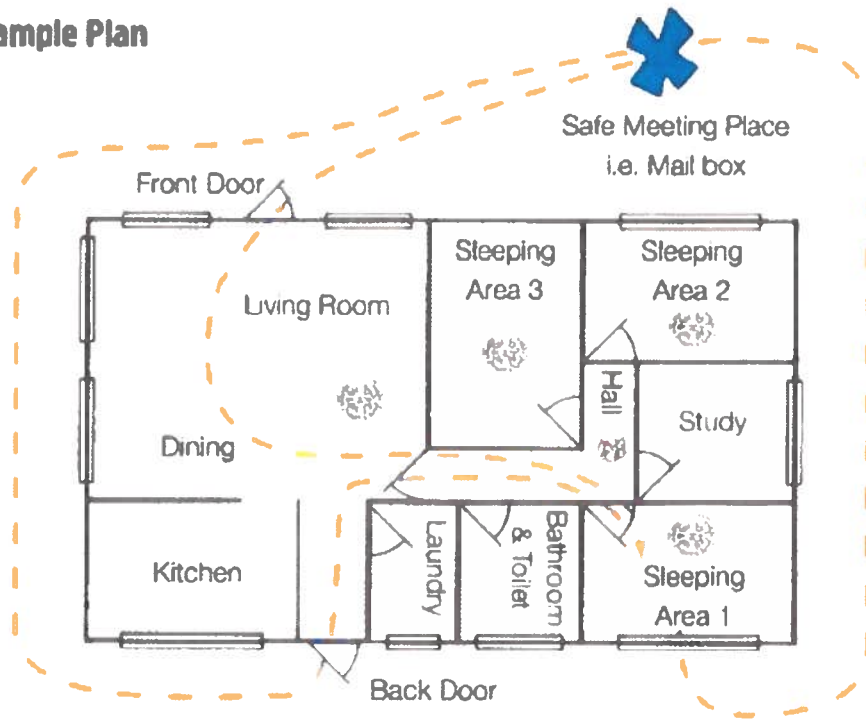


DIRECTIONS

- ↑ Head west on 11th Ave toward 1st St
- Drive along Hamlin Blvd, Oakhurst Rd and 86th Ave N
- ↩ Turn left to Bauder Elementary School

House Escape Route

Sample Plan



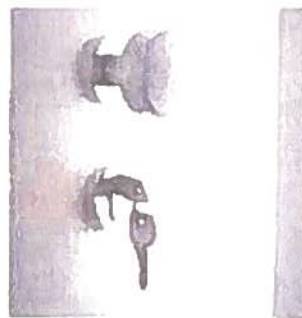
Make sure you can get out of your home quickly if there is a fire.

The best fire escape plan is worthless if your escape route is blocked.

While deadlocks and security grilles deter thieves, they can be deadly in a fire

When you are in the house:

1. **Leave keys** in any deadlock, or on a hook close to the door or window, but out of reach of intruders.
2. **Make sure** that window security grilles and screens open **readily** from the inside.
3. **Make sure** that all windows and doors **open easily** for all members of your family.



INTERIOR AND OR EXTERIOR PLAN

