



**Town of Seabrook Island**  
2001 Seabrook Island Road  
Seabrook Island, SC 29455

[townofseabrookisland.org](http://townofseabrookisland.org)

**Short-Term Rental Permit  
Application (Class A)**

**STR FORM  
A-3**

**Contact Us:** (843) 768-9121

[brinehimer@townofseabrookisland.org](mailto:brinehimer@townofseabrookisland.org)

**Authorized Agent  
Acknowledgement**

TO BE COMPLETED BY APPLICANT	
Property Address	
Owner Name(s)	

As owner(s) of the above-referenced property, I (we) hereby designate ► \_\_\_\_\_ to serve as Authorized Agent for my (our) short-term rental unit. As Authorized Agent, the above-named individual or company shall be authorized to perform the following on my (our) behalf:

- Apply for a Short-Term Rental Permit or permit modification;
- Advertise, manage, and otherwise operate the short-term rental unit;
- Ensure that the short-term rental unit complies with all applicable conditions and requirements set forth in the Development Standards Ordinance (DSO) and Town Code;
- Ensure that renters of the short-term rental unit comply with all applicable conditions and requirements set forth in the DSO and Town Code;
- Serve as the qualified local contact for the short-term rental unit; and
- Accept service of process on my (our) behalf, pursuant to Rule 4(d)(1) of the South Carolina Rules of Civil Procedures.

I (We) understand that designation of an Authorized Agent shall not relieve me (us) from any personal responsibility and/or personal liability for compliance with all applicable conditions and requirements set forth in the DSO and Town Code.

I (We) further understand that any change to my (our) Authorized Agent of record, including changes in contact information, must be filed with the Zoning Administrator within five (5) business days by way of a permit modification.

**Owner Signature:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE COMPLETED BY AUTHORIZED AGENT**

As Authorized Agent for the above-referenced property, I hereby acknowledge and certify that:

\_\_\_\_\_ I am (We are) physically located, or have associates and/or employees who are physically  
Initial located, within fifty (50) miles of the above-referenced property;

\_\_\_\_\_ In the event of an emergency at the above-referenced property, I (we) may be contacted 24  
Initial hours per day at the following local number ► \_\_\_\_\_

\_\_\_\_\_ In the event I am (we are) contacted by the Town, or any other entity having jurisdiction over  
Initial the above-referenced property, regarding any emergency situation, alleged violation,  
inquiry, or inspection request, I am (we are) accessible and available to respond, and can  
be physically present and enter the above-referenced property (if presence and/or entry is  
required), within two (2) hours of receiving notification;

\_\_\_\_\_ In the event of a water leak, I am (we are) capable of shutting off (or causing to be shut off)  
Initial the main water valve serving the above-referenced property;

\_\_\_\_\_ In the event of my (our) temporary absence or inability to respond, I (we) understand and  
Initial acknowledge that I (we) must route all calls to another responsible person who is capable  
of responding in the same manner as the Authorized Agent;

\_\_\_\_\_ I am (we are) authorized, on behalf of the Property Owner, to send and receive  
Initial communication to and from the Town, as well as rental guests, to ensure the above-  
referenced property and the occupants thereof maintain compliance with all applicable  
conditions and requirements set forth in the Development Standards Ordinance (DSO) and  
the Town Code; and

\_\_\_\_\_ I (We) acknowledge that I (we) may be held jointly and severally liable for violations of any  
Initial applicable law, rule or regulation which are committed, or allowed to be committed, at,  
within, or upon the premises of the short-term rental unit which I (we) have been authorized  
to manage.

**Authorized Agent Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company Name (If Applicable):** \_\_\_\_\_

**Title (If Applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_