

**VACATION RENTAL CERTIFICATE OF COMPLIANCE**

|                                       |                                  |                                |
|---------------------------------------|----------------------------------|--------------------------------|
| <b>Vacation Rental Permit Number:</b> |                                  |                                |
| <b>Owner Name:</b>                    |                                  |                                |
| <b>Owner Address:</b>                 |                                  |                                |
|                                       |                                  |                                |
| <b>Owner Phone Number:</b>            |                                  |                                |
| <b>Owner Email Address:</b>           |                                  |                                |
| <b>Owner Contact Preferences :</b>    | <input type="checkbox"/> US Mail | <input type="checkbox"/> Email |
| <b>UBI Number:</b>                    |                                  |                                |

|   |  |
|---|--|
| <b>Name of Designated Local Property Representative:</b>  |  |
| <b>Emergency/Complaint Phone Number where Designated Local Property Representative can be reached 24 hours per day:</b> |  |
| <b>Designated Local Property Representative Address:</b>  |  |
|   |  |
| <b>Island:</b>  |  |
| <b>Email Address:</b>   |  |

**1. For the current year \_\_\_\_\_ (insert year) this vacation rental is:**

- Active (rented for periods of 30 days or less). Please complete all items in this checklist.
- Inactive (not being rented for periods of 30 days or less). Please complete items 2 & 10.

**2. Rules of Conduct:**

- I have attached a copy of the current Rules of Conduct and provided a copy to all property owners within 300 feet of the vacation rental property boundaries.
- The Rules of Conduct and a property boundary map are provided to guests and a copy is prominently posted or otherwise easily accessible in the vacation rental.

**3. County Burn Ban Status:**

- The County burn ban status is prominently posted in the vacation rental.

**4. Permit Conditions:**

- I am operating the vacation rental in compliance with the conditions of approval of the above referenced permit.

**5. Address:**

- The address numbers for the vacation rental are visible from the street
- There is an address card mounted near phone (if landline present) or on first page of the Rules of Conduct if there is not a landline.

**Sample Vacation Rental Certificate of Compliance**

**6. Smoke and Carbon Monoxide alarms:**

- Smoke and CO alarms present and in good working order.
- Smoke alarms and CO alarms are located in all sleeping areas.
- Smoke alarms located in common areas and in halls outside sleeping areas.
- Smoke alarms are less than 10 years old.

**7. Emergency Egress from sleeping areas:**

- All sleeping areas are provided with a means of emergency egress (window or door) to the outside that has an opening of at least 5.7 square feet.
- A printed and posted floor plan with egress paths and fire extinguishers noted on the map of the residence is recommended.

**8. Fire Extinguishers:**

- There is a fire extinguisher present on each floor.
- There is a fire extinguisher in the kitchen.
- All fire extinguishers are serviced annually.

**9. General Fire Safety:**

- Space heaters are not used for a source of heat.
- Extension cords are not used as permanent wiring and there are no multi-plug adapters.
- Electric panel is labeled and is not locked or blocked (3 ft clearance required).
- GFCI outlets are located in areas prone to water exposure: bathrooms, laundry rooms, kitchens, outdoor outlets, decks patios and adjacent to pools and hot tubs.

**10. Wood stoves and gas appliances and furnaces:**

- All wood stoves, gas appliances and gas furnaces in the vacation rental were installed with a permit and inspected by San Juan County.

**11. Vacation Rental Owner Certification:**

I certify under penalty of perjury under the laws of the State of Washington that the information provided above is true and correct. I understand that information about this vacation rental, including UBI number, may be provided to the Washington State Department of Revenue.

\_\_\_\_\_  
Vacation Rental Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vacation Rental Owner Name (Printed)