Forsyth County Business License Division
110 E. Main Street, Suite 130 | Cumming, Georgia 30040
(678) 455-9888 | forsythco.com

Local Contact Change Application

- The Forsyth County Short-term Rental Ordinance is available at forsythco.com.
- Please email completed applications to:

  Forsyth County Business License Division
  alcohol@forsythco.com

- Applications will not be accepted without correct payment amount. Local contact change application fee is $50.00. Payments may be made by cash or check in the office and Visa or MasterCard online.
- For questions related to the Forsyth County Short-term Rental Ordinance & Applications Contact:

  Business License
  678-455-9888 (option 2)
  alcohol@forsythco.com

Local Contact Person Verification

1) Name of local contact person and date of birth (must be 21yrs of age or older):

_____

2) Address of local contact person:

_____

3) Phone number of local contact person:

_____

4) Email address of local contact person:

_____

5) I have read and understand the Forsyth County Short Term Rental Ordinance: [YES] *or* [NO]

6) I have read and understand the Forsyth County Noise Ordinance: [YES] *or* [NO]

7) I understand that, if a license is granted, I must post a copy of the notice required by Sec. 22-268(a), including a copy of the license, within the licensed premises: [YES] *or* [NO]

8) I understand I am required to respond to the location of the short-term rental 24hrs a day, 7 days a week, within three (3) hours after being notified by a duly authorized representative of Forsyth County of the need to respond: [YES] *or* [NO]

9) I understand that, if a license is granted, prior to permitting occupancy of a short-term rental by a transient occupant, I must: (a) verify the rental is to a responsible person and obtain their name and address; (b) provide information about the short-term rental regulations to the responsible person; and (c) require written confirmation from the responsible person that he or she:
    a. Has read the pertinent regulations; and
    b. Understands all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term rental, including, but not limited to, the County's noise regulations; and
    c. Understands that they are bound to all applicable laws, rules, and regulations; and
    d. Agrees to comply with all applicable laws, rules, and regulations, and agrees to be legally responsible for compliance by all occupants and/or guests of the short-term rental with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term rental, including, but not limited to, to the County's noise regulations. [YES] or [NO]

10) Local Contact Person Verification:

Application must be sworn to and signed by the applicant in the presence of a notary public or other office authorized to administer oaths. Any misstatement or concealment of fact in the application shall be grounds for denying a license.

I solemnly swear that the foregoing statements are true and complete. I understand that any falsehoods are grounds for automatic rejection of this application.

_____
Name (Print)

_____
Signature

Sworn to and subscribed before me this _____day of_____, 20_____.

_____
Notary Public