

**CITY OF BEAUFORT  
ZONING BOARD OF APPEALS  
Staff Report and Recommendations  
Meeting of 27 October 2014**

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**Case Number:** ZB14-21  
**Property Address:** 502 Scott Street  
**Applicant:** Sarah and David Edwards  
**Type of Request:** Special Exception for Short Term Rental  
**Zoning:** TBR Old Commons District

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Background: The property is located at 502 Scott Street, at the corner of Scott and North Streets (see Site Location Map attached). The property is located in the Old Commons neighborhood of the Historic District. The property is identified as District 121, Tax Map 4, Parcel 718. The lot is zoned “Traditional Beaufort Residential District Old Commons” (TBR). A single-family dwelling is located on the property. The applicants have provided photos of the property.

The applicants, who are the property owners, desire to rent the dwelling on a short term basis (i.e., for periods less than 30 days). Short term rental of a primary dwelling unit is permitted by special exception in the TBR Old Commons District. Special exceptions are approved by the Zoning Board of Appeals. The criteria that the Board must consider in reviewing an application for a special exception are set out in Section 3.16.D. of the UDO (attached). The ordinance permitting short term rentals is attached.

The applicants have hired a local property management company to manage the short term rental. The applicants have provided a draft rental agreement. The applicants have stated in an e-mail to staff that a minimum three-night stay is required. This exceeds the City’s ordinance requirement of a two-night stay. The rental agreement should be revised to reflect the minimum length of stay.

Two parking spaces have been created on/adjacent to the property (see attached photos). The rental agreement should be revised to limit the number of overnight guest vehicles associated with the property to two.

Public comment: The public hearing notice referencing this application appeared in the October 12 edition of *The Beaufort Gazette*. Letters were sent to adjoining property owners on October 13. The property was posted on October 13. Staff has received one public comment on this application as of the date of this writing (attached).

Criteria for approval of a special exception set out in Section 3.16:  
According to the UDO, the Zoning Board of Appeals may approve an application for a Special Exception where it reasonably determines that there will be no significant negative impact upon

residents of surrounding property or upon the general public. The UDO stipulates that the Board shall consider six criteria in its review of an application for a special exception. Staff comments on how the application relates to these criteria follows.

- (1) *Whether the proposed use is compatible with existing land uses in the surrounding area.* The proposed use is compatible with existing land uses in the area. The dwelling is located across Scott Street from a multi-tenant commercial building on Carteret Street, formerly the site of Bank of America. The dwelling faces the parking lot serving the facility. Carteret Street Methodist Church is located at the southeast corner of Scott and North Streets. The Post Office is located one block to the west on North Street. The property is located three blocks--an easy walk--from Bay Street and the Waterfront Park. A map showing the current zoning in the area is attached.
- (2) *Whether the proposed site plan, circulation plan, and schematic architectural designs are harmonious with the character of the surrounding area.* No changes are proposed to the property as part of its use as a short term rental.
- (3) *The likely impact on public infrastructure such as roads, parking facilities, and water and sewer systems, and on public services such as police and fire protection and solid waste collection, and the ability of existing infrastructure and services to adequately service the proposed use without negatively impacting existing uses in the area and in the City.* The proposed use is not likely to have a greater impact on public infrastructure than for use as a long-term rental.
- (4) *Whether the proposed use and designs are in general conformity with the City's comprehensive plan and any other plans officially adopted by the City.* The proposed use is in conformity with the City's comprehensive plan and the Civic Master Plan.
- (5) *Likely impact on public health and safety.* The proposed use will likely have little impact on public health and safety since a local property management company will manage the unit.
- (6) *Potential creation of noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts.* In staff's opinion, the proposed use has little potential to create noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts if a monitored fire alarm is installed as required by the Building Official.

Staff recommendation: Staff recommends approval of the special exception with the following conditions:

- that only two overnight guest vehicles be permitted on the premises; and
- that a monitored fire alarm system be installed.

# 502 Scott Street



### 3.16 Special Exceptions

#### A. Purpose

Special exceptions shall be used to permit uses subject to the terms and conditions for the uses set forth for such uses in this UDO. Uses permitted by special exception are declared to possess characteristics which require certain controls in order to insure compatibility with other uses in the zoning district within which they are proposed. The Zoning Board of Appeals shall hear and decide requests for special exceptions.

#### B. Application

A special exception application form as published by the Administrator and appropriate fee as required by Section 3.1 shall be required, along with such accompanying material as is required to ensure compliance with the criteria listed below.

#### C. Approval Process

##### 1. Staff Review and Report

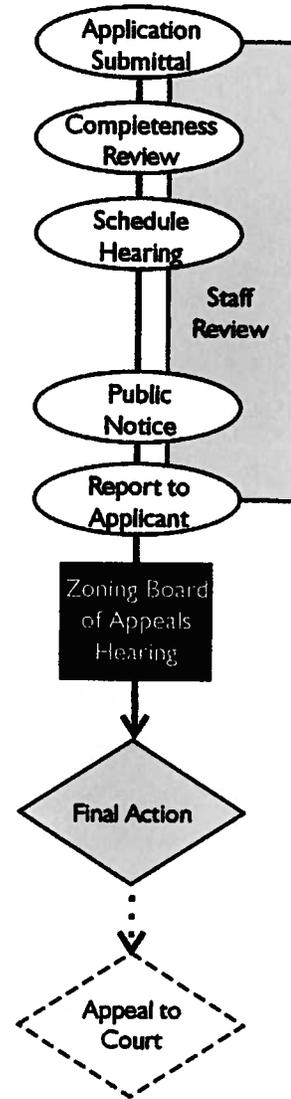
The Administrator shall prepare a staff report that reviews the proposed development in light of the Comprehensive Plan, the review criteria listed below, and the requirements of this UDO. A copy of the report shall be provided to the Zoning Board of Appeals and the applicant before the scheduled hearing.

##### 2. Mailed Notice

A courtesy notice of any Special Exception Application shall be provided by US Mail to all property owners within 200 feet of the subject property. Failure to provide such notice shall not be considered a jurisdictional defect, provided that published notice in accordance with Section 3.1 has been provided.

##### 3. Action by Board of Zoning Appeals

- a. Following posted and mailed notice in accordance with Section 3.1 Approval Procedures, the Zoning Board of Appeals shall hold a public hearing on the Special Exception application.
- b. After review of the application and the public hearing, the Zoning Board of Appeals shall make a written finding and approve, approve with modifications or conditions, or disapprove the request.
- c. If approval, or approval with modifications or conditions is granted, the decision shall be communicated in writing within 15 days to the applicant, and the applicant shall then be authorized to submit a development permit application consistent with this ordinance.



**D. Special Exception Review Criteria**

The Zoning Board of Appeals may approve an application for a Special Exception where it reasonably determines that there will be no significant negative impact upon residents of surrounding property or upon the general public. The Board shall consider the following criteria in its review:

1. Whether the proposed use is compatible with existing land uses in the surrounding area;
2. Whether the proposed site plan, circulation plan, and schematic architectural designs are harmonious with the character of the surrounding area;
3. The likely impact on public infrastructure such as roads, parking facilities, and water and sewer systems, and on public services such as police and fire protection and solid waste collection, and the ability of existing infrastructure and services to adequately service the proposed use without negatively impacting existing uses in the area and in the City;
4. Whether the proposed use and designs are in general conformity with the City's Comprehensive Plan and any other plans officially adopted by the City;
5. Likely impact on public health and safety; and
6. Potential creation of noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts.

**E. Conditions**

The Zoning Board of Appeals may impose such conditions and restrictions upon the application as may be necessary to minimize or mitigate any potential adverse impacts of the proposed use.

**F. Appeal**

Any party aggrieved by the Zoning Board of Appeals' decision may appeal such determination to the Circuit Court of Beaufort County by filing with the Clerk of the Court a written petition within 30 days after the decision of the Board is postmarked, in accordance with the procedures found in Section 3.18 of this UDO.

**Article Article 11: Definitions**  
**Section 11.2: Defined Terms**

**Grand Tree.** Any existing broad-leaved overstory tree with a DBH of 24 inches or greater; any existing understory tree with a DBH of twelve inches or greater; and any Palmetto tree having a clear trunk height of at least two feet.

**Ground Cover.** Vegetation growing close to the ground including grass, ivy and some species of juniper.

**Ground disturbance.** Any activity which would result in any tangible modification to the surface of the ground including, but not limited to, building new structures or additions, paving, grading, excavating or tree removal.

**Hardscape.** Any nonliving material such as berms, mulch, walls and fences commonly used in landscaping designs.

**Height of Freestanding Sign.** The vertical distance measured from the average elevation of the nearest road centerline to the top of the sign face or sign structure, whichever is greater.

**Historic Resources.** According to the National Historic Preservation Act of 1966, as amended through 1992, (16 U.S.C. 470 et seq.) Section 101(a)(1)(A):

The secretary of the Interior is authorized to expend and maintain a National Register of Historic Places composed of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture.

Criteria set forth by the Secretary of the Interior states that any district, site, building, structure, or object that is at least 50 years of age, is significant in American history, architecture, archeology, engineering, and culture may be considered for inclusion on the National Register of Historic Places.

**Home Occupation.** An occupation conducted from a residence in accordance with the provisions of this ordinance.

**Hotel/Motel.** A lodging establishment of 26 or more guest rooms providing overnight accommodations to transient guests.

**Housing, Short Term Rental.** A single-family or individual two-family or multifamily dwelling that is available for use or is used for accommodations or lodging of guests paying a fee or other compensation for a period of less than 30 days.

**Impervious Surface.** Any area of land that cannot be landscaped or planted and which does not allow for the natural passage of water through it, including paved areas, all buildings, and asphalt or concrete parking areas, driveways, roads, sidewalks and any areas of concrete or asphalt and/or any water bodies, and roof surfaces.

**Infill.** Development or redevelopment of land that has been bypassed, remained vacant, and/or is underused as a result of the continuing urban development process.

**Inn.** A building used as a lodging establishment having six to 25 guest rooms providing overnight accommodations and breakfast to transient guests.

**Intensive Level Survey.** An Intensive Level Survey will be based on a systematic approach to the entire tract, to differentiate between having high or low potential for containing archeological resources. Topography and soil types are also taken into consideration to help determine the areas of high and low potential. In addition, sub-surface activity, such as shovel tests are done (unless surface exposure is evident) and the materials are



## Article 4. Zoning Districts

### 4.1 Establishment of Districts

For the purpose of this UDO, portions of the City as specified on the Official Zoning Map of the City are hereby divided into the following zoning districts:

BASE ZONING DISTRICTS	
Residential Zoning Districts	
TR	Transitional Residential
RE	Residential Estate
R-1	Low Density Single-Family Residential
R-2	Medium Density Single-Family Residential
R-3	Medium-High Density Single-Family Residential
R-4	High Density Single-Family Residential
GR	General Residential
TBR	Traditional Beaufort Residential
MHP	Manufactured Home Park
Commercial Zoning Districts	
NC	Neighborhood Commercial
OC	Office Commercial
CC	Core Commercial
GC	General Commercial
HC	Highway Commercial
Industrial Zoning Districts	
LI	Limited Industrial
IP	Industrial Park
Special Purpose Zoning Districts	
CP	Conservation Preservation
MED	Medical
PUD	Planned Unit Development
MR	Military Reservation
OVERLAY ZONING DISTRICTS	
AICUZ	Air Installation Compatibility Use Zone
-D	Development Design
-H	Historic

### 4.2 Official Zoning Map

- A. The boundaries of the above zoning districts are a map or series of maps entitled "Official Zoning Map, City of Beaufort" which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be part of this UDO. Special purpose zoning districts intended to serve as floating districts are not established on the zoning map until a specific district is proposed and approved by the City.
- B. Each map bearing the designation "Official Zoning Map, City of Beaufort" shall be identified by the signature of the Administrator, and bearing the seal of the City under the words: "Official Zoning Map, City of Beaufort, South Carolina," together with the date of the adoption of the map.

## Article 5. Use Regulations

### 5.1 Use Tables

#### A. Types of Use

All of the Use Categories listed in the Use Table are defined and described in the sections immediately following the Table.

##### 1. Uses Permitted By Right

A "P" indicates that a use is allowed by right in the respective district. Such uses are subject to all other applicable regulations of this UDO.

##### 2. Conditional Use

A "C" indicates a use that is allowed conditionally, provided that it meets the additional listed standards contained in Section 5.3, Specific Use Standards. Conditional uses are subject to all other applicable regulations of this UDO.

##### 3. Special Exception

An "S" indicates that a use is allowed only if reviewed and approved as a Special Exception, provided that it meets the listed standards contained in Section 5.3, Specific Use Standards. Special exceptions are subject to all other applicable regulations of this UDO.

##### 4. Existing Building

An "E" indicates a use category that is allowed only in existing buildings, provided that it meets the additional listed standards contained in Section 5.3.

#### B. Uses Not Allowed

A blank cell in the Use Table indicates that a Use Category is not allowed in the respective district.

#### C. Uses Not Listed

The Administrator shall determine whether or not an unlisted use is part of an existing Use Category or is substantially similar to an already defined use, using the criteria in Section 5.2, Use Categories.

- c. In the NC zoning district, the building footprint of such use shall be no more than 2,500 square feet. Larger facilities shall be permitted as part of a mixed-use development.

**9. Entertainment**

Indoor and Outdoor Entertainment are permitted subject to the following standards:

- a. The use is owned and managed by the neighborhood association or property owners' association in which the use is located.

**10. Fuel Sales**

In the GC District, Fuel Sales are permitted as a conditional use in the SC 170 Design District and the US 21 District outside the Boundary Street Redevelopment District. In all other GC Districts, Fuel Sales are permitted by special exception. Fuel Sales in all districts where permitted by this UDO, are permitted subject to the following standards:

- a. Parking and/or service areas shall be separated from adjoining residential properties by a suitable planting screen, fence or wall at least six feet in height;
- b. No open storage of any type, including the overnight storage of vehicles, shall occur in conjunction with the operation.
- c. No more than two Fuel Sales facilities are permitted at an intersection of any Arterial Street (Section 7.2.B). Nor more than one Fuel Sales facility is permitted at the intersection of other streets.
- d. In new development, pumps should not be located between the building and the adjacent street, but instead be placed behind the building, although the Design Review Board may permit pumps to be located to one side of the building based on unique site conditions including the presence of wide buffers. In such cases, the pumps, including the canopy, shall not project further toward the street than the front line of the building.
- e. No signs shall be located on any canopy over the pumps.
- f. Any freestanding light fixtures shall be reduced in height to fifteen feet if the use adjoins a residential district or residential use.
- g. Any service bay doors shall not be oriented toward any public right-of-way.
- h. Fuel sales are subject to the general Design District standards set out in Section 6.6 and the specific Gas Station Design Guidelines set out in the Appendix.

 **11. Housing, Short Term Rental**

Short term rentals are permitted in all residential zoning districts with the exception of the Traditional Beaufort Residential District, The Point, or where prohibited by covenants. Short term rental of the primary dwelling, or rental of an accessory dwelling unit on property where the property owner does not live on the premises, shall be by special exception subject to the standards

shown below. Short term rental of an accessory dwelling unit where the property owner lives on the premises, and short term rental of any type of residential unit in a commercial district, shall be a conditional use subject to the standards shown below.

- a. A minimum 2-night stay is required;
- b. Adequate on-site parking is provided. Parking should be located to the side or rear of the dwelling (i.e., the front yard should not be used for parking). Tenants should use the required on-site parking and not park in the street;
- c. A property management plan shall be developed and approved by the appropriate review authority. Failure to comply with the approved property management plan shall result in revocation of zoning approval;
- d. No on-site signage shall be permitted;
- e. No pets shall be left outside unattended;
- f. An annual Safety Inspection shall be conducted before the Business License for the facility can be renewed;
- g. The facility shall comply with all business license, revenue collection, and health laws of the City of Beaufort, Beaufort County, and the state of South Carolina; and
- h. Approval of the use runs with the ownership of the property.

## **12. Manufacturing and Production**

Manufacturing and Production uses are permitted subject to the following standards:

- a. Any industrial use, plus operations incidental to such use, which involves manufacturing, processing, assembly, storage operations, provided the manufacturing, processing, assembly or storage in no way involves any junk or salvage operations;
- b. No open storage of junk or salvage materials shall occur; and
- c. Any noise, vibration, smoke, gas, fumes, odor, dust, fire hazard, dangerous radiation or other injurious or obnoxious conditions related to the operation shall not be sufficient to create a nuisance beyond the premises.

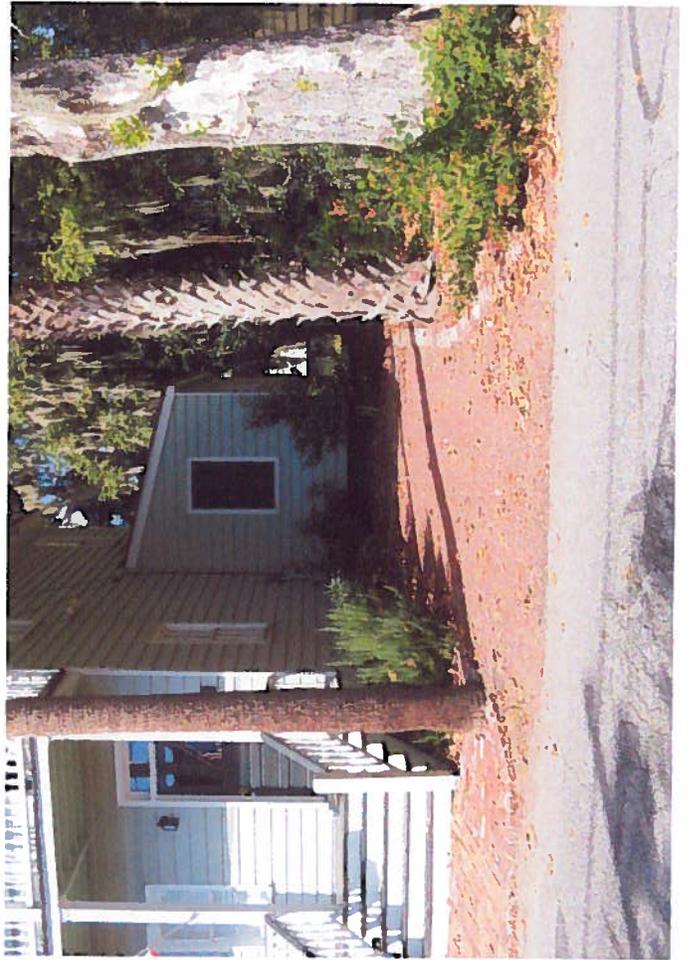
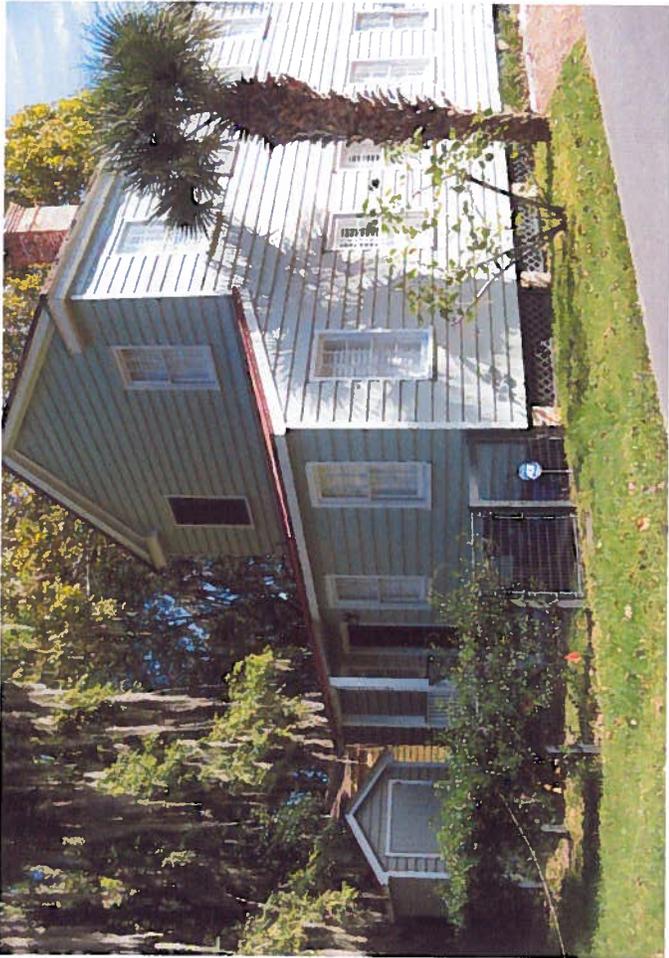
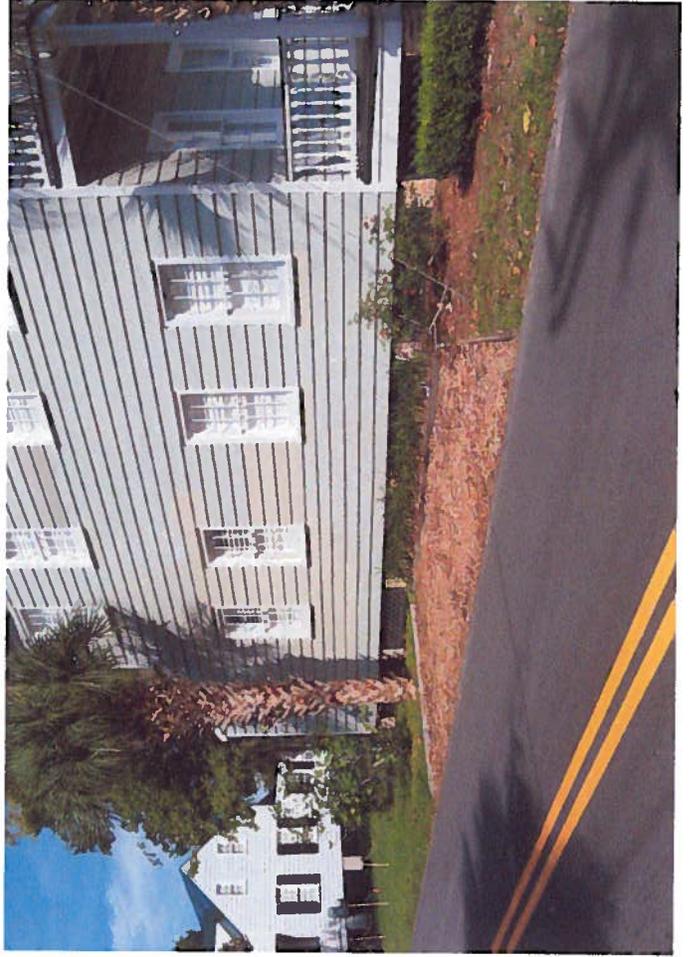
## **13. Medical Office/Clinic**

Medical offices and clinics are permitted in the NC zoning district subject to the following standards:

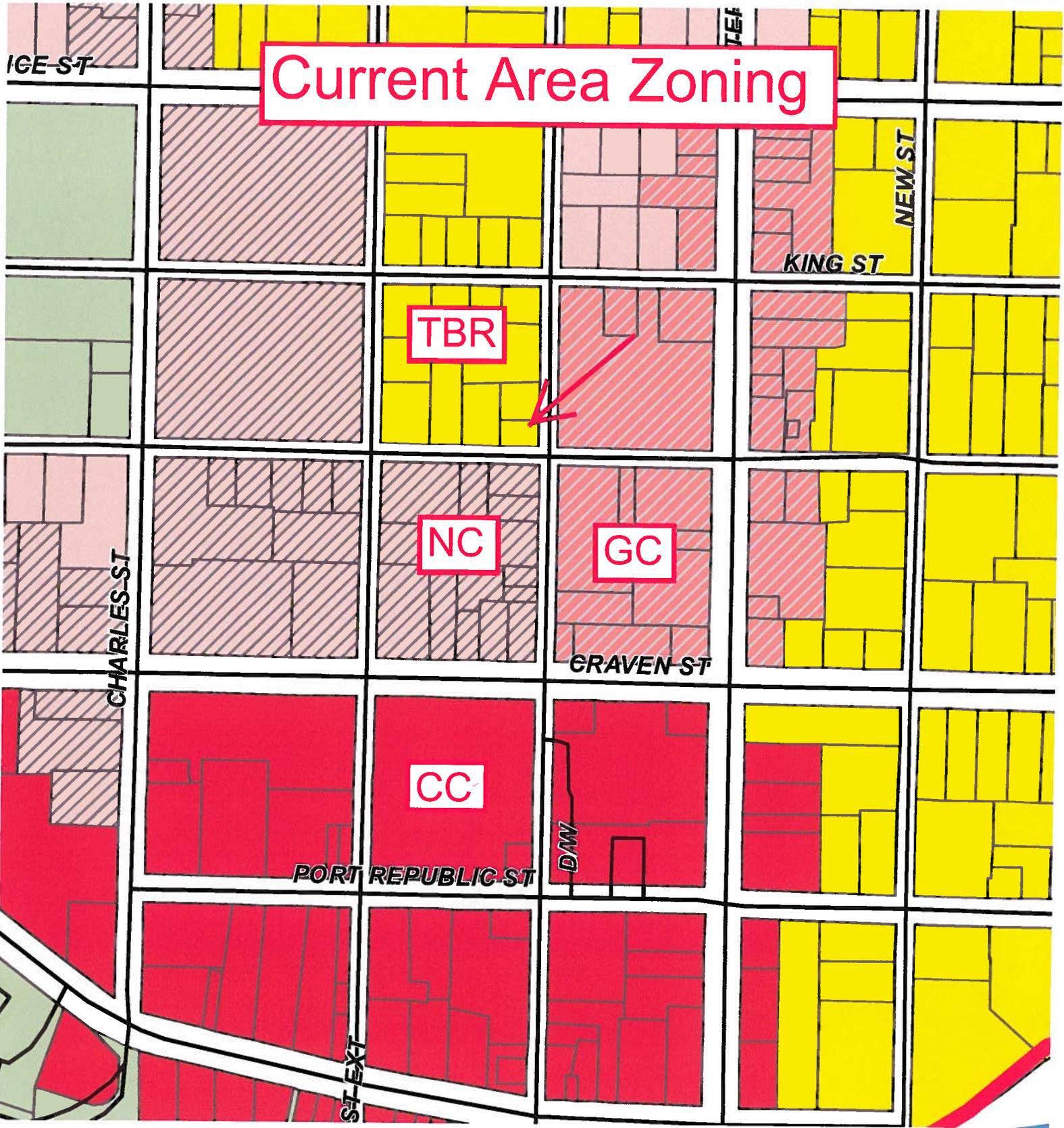
- a. The building footprint of such use shall be no more than 2,500 square feet. Larger facilities shall be permitted as part of a mixed-use development.



15 1035



# Current Area Zoning



**PUBLIC COMMENTS  
RECEIVED BY PLANNING DEPARTMENT**

## Libby Anderson

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**From:** Donna Armer <dkarmer@hargray.com>  
**Sent:** Tuesday, October 21, 2014 9:03 AM  
**To:** Libby Anderson  
**Subject:** Variance Request - 502 Scott Street

Hi Libby,

We attended the Old Commons neighborhood meeting on Thursday, October 16. A discussion was held on the variance request by Sarah and David Edwards for turning 502 Scott Street into a short term rental property.

While we are new to the area and just recently purchased a home here, we want to support the concerns we heard voiced by our neighbors. The main concern is that the owners (Sarah and David Edwards) do not live in Beaufort and are not planning to live here. We were told that the owners have hired a person to manage their short term rental properties (we understand there are more than one). We also understand that the agent does not live on any of the properties.

The neighbors who live near the property in question (502 Scott Street) voiced concerns about the level of noise or disorderly conduct that might ensue as a result of renters being on vacation or having parties as well as parking in neighbors yards. They felt without immediate oversight the only recourse they would have is to call 911.

Having an owner on site or close by could quickly prevent or eliminate any disorderly conduct or loud noises without creating animosity. Without the owners readily available, the police would be called in. This could create animosity and a bad image for Beaufort's tourist industry.

We ask that the Zoning Board of Appeal take this into consideration when reviewing the request.

Thank you

Donna & Ray Armer  
905 Duke Street  
Beaufort, SC 29902

Contact:  
Pam Johnson - 4-Rent in Bjt.  
843-986-2424

City of Beaufort Zoning Board of Appeals  
1911 Boundary Street  
Beaufort, South Carolina 29902  
Phone (843) 525-7011, Fax (843) 986-5606  
E-Mail: [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org)  
\*Revised September 12, 2014

Application Fee  
\$300

APPH 10584

**SPECIAL EXCEPTION APPLICATION**

OFFICE USE ONLY: Date Filed: 10-14 Application #: ZB14-21 Zoning District: TBR

**PAID**  
MAY 10 2014

**Instructions**

Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not the owner, the owner(s) must sign the Designation of Agent (below).

OK #110

**Submittal Requirements**

1. A legal survey of the property. 2. An accurate, legible site plan showing the north arrow, dimensions, and locations of all existing and proposed structures and any improvements relevant to the appeal such as trees, fences, power lines. Six copies of all plans are required. 3. Photograph(s) of the site.

APPLICANT(S): Sarah and David Edwards  
Address: 217 Lafayette Ave Cortlandt Manor NY 10567  
Telephone: 914 786 3762 [day] \_\_\_\_\_ [fax]  
E-mail: Sarahedwards1@verizon.net

OWNER(S) if other than Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ [day] \_\_\_\_\_ [fax]

PROPERTY STREET ADDRESS: 502 Scott Street  
Tax Map No.: R121 004 000 0718 000 J ?  
Parcel No.: Scott St # Bkn 936

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?  
 Yes  No

**DESIGNATION OF AGENT** [complete only if owner is not applicant]:  
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

I (We) certify that the information in this application is correct.

Date: 10/11/2014 Applicant's Signature: [Signature]

City of Beaufort Zoning Board of Appeals  
1911 Boundary Street  
Beaufort, South Carolina 29902  
Phone: (843) 525-7011, Fax: (834) 986-5606  
E-Mail: [jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org)  
\*Revised September 12, 2014

APPLICATION FOR SPECIAL EXCEPTION

Applicant hereby appeals to the Zoning Board of Appeals for a special exception for a (ex. Type 2 Home Occupation) Short term rental.

on property described on Page 1, which is permitted by special exception under the district regulation in Section 5.1 of the Unified Development Ordinance (UDO).

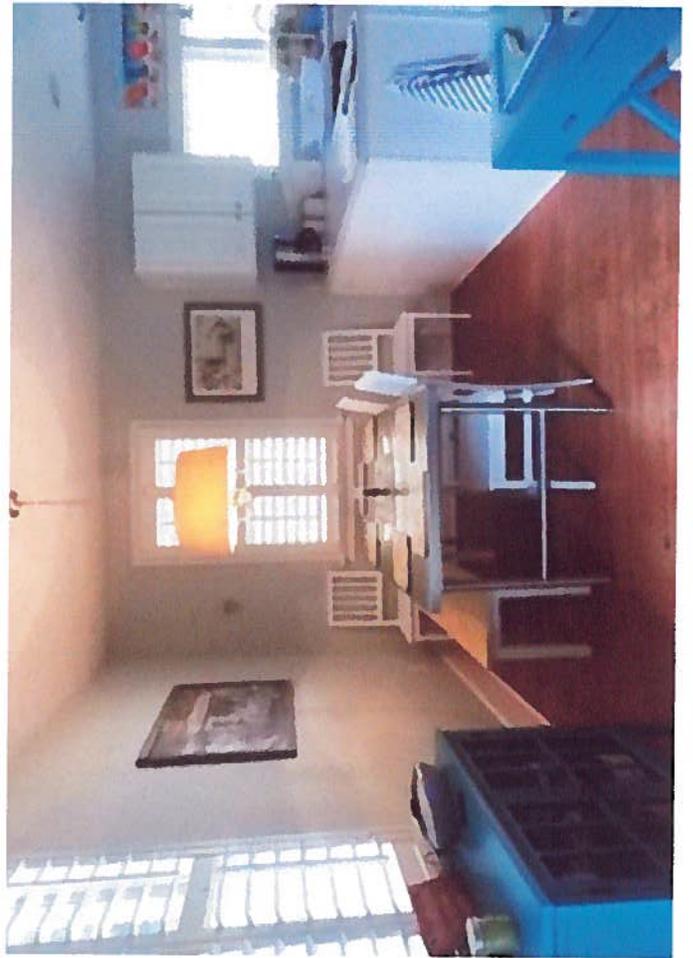
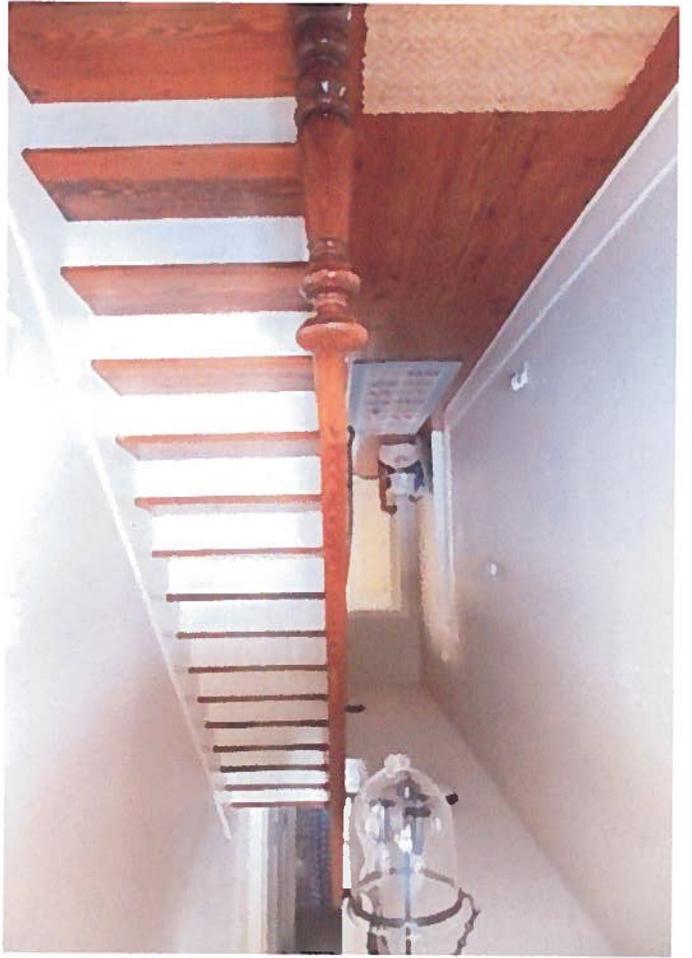
1. Applicant will meet the standards in Section 3.16.D of the UDO which are applicable to the proposed special exception in the following manner:
  - a. The proposed use is compatible with existing land uses in the surrounding area as follows: no impact but differs from residential use as now.
  - b. The proposed site plan, circulation plan, and schematic architectural designs are harmonious with the character of the surrounding area in that: Not proposing any changes
  - c. The likely impact on public infrastructure such as roads, parking facilities, and water and sewer systems, and on public services such as police and fire protection and solid waste collection, and the ability of existing infrastructure and services to adequately service the proposed use without negatively impacting existing uses in the area and in the City are as follows: negligible to none, no different to current use.
  - d. The proposed use(s) and designs are in general conformity with the City's comprehensive Plan and any other plans officially adopted by the City in that: Permitted use by exception only.
  - e. The likely impact on public health and safety is as follows: none, no different.
  - f. Potential creation of noise, lights, fumes, dust, smoke, vibration, fire hazard, or other injurious or obnoxious impacts is as follows: none; no different.

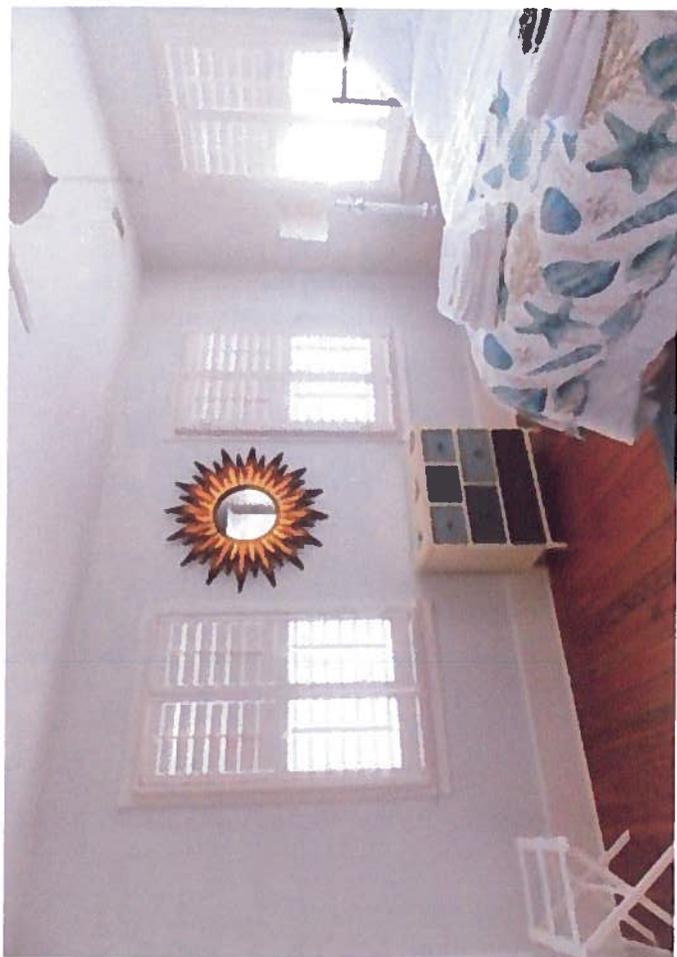
[A site plan must be submitted]

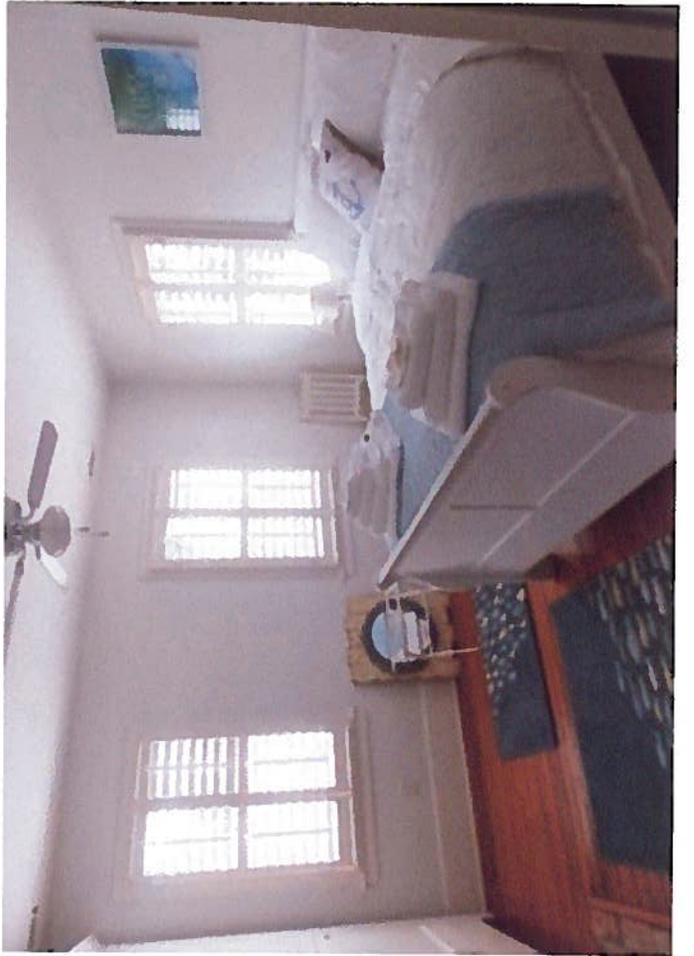
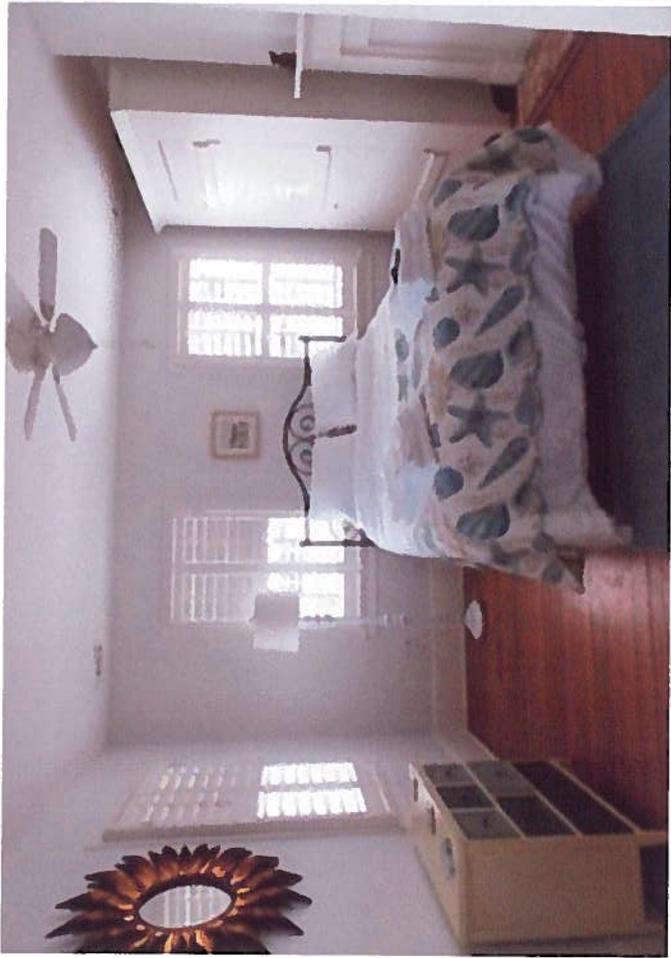
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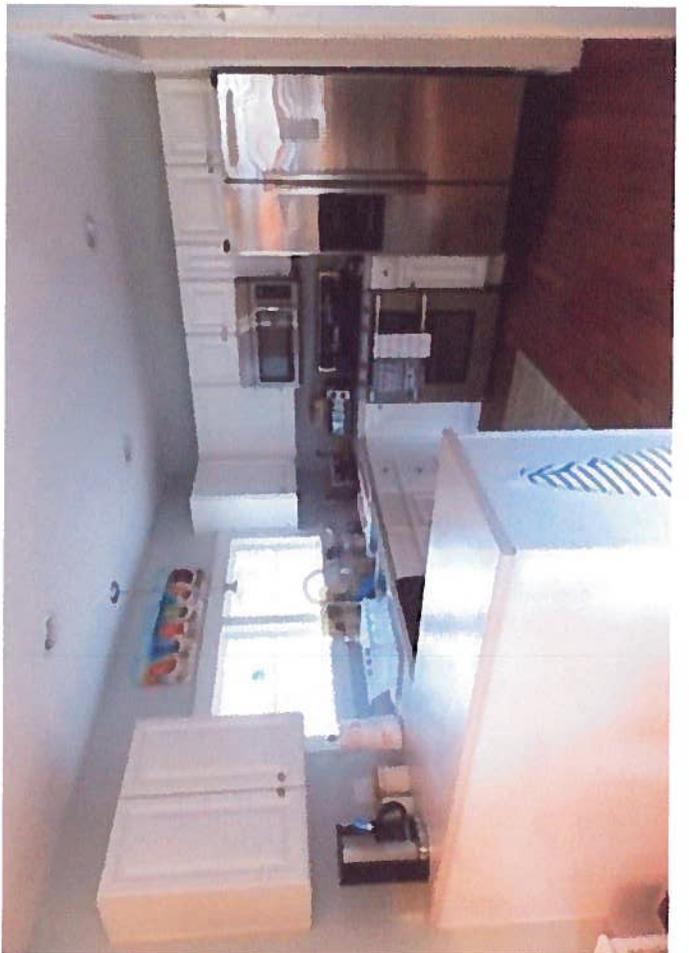












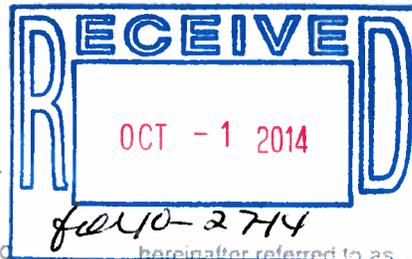








ZBM-21



RESIDENTIAL MANAGEMENT AGREEMENT

This agreement is made by and between [Signature] For Rent in Beaufort, LLC hereinafter referred to as BROKER and, Sarah Edwards hereinafter referred to as OWNER to secure the services of BROKER in the management of real property known as: 502 Scott Street, Beaufort, SC 29902 hereinafter referred to as the PREMISES, for a period beginning on September 1, 2014 and ending on August 31, 2016, and subject to the following terms and conditions.

1. APPOINTMENT AND AUTHORITY OF BROKER

- a. OWNER hereby appoints BROKER as the sole and exclusive BROKER to rent, lease, manage, collect and receipt for rents and operate the PREMISES. The OWNER, however, retains the right to make all management decisions concerning establishing parameters for new tenants, rental terms, and capital or repair expenditures in excess of \$ 200.00 in any [x] month [ ] year and must advise BROKER of these terms at onset of Agreement.
b. BROKER is authorized to secure the services of other real estate agents and conduct other marketing activities for purposes of securing a new tenant.
c. It is agreed that the BROKER is entitled to compensation as provided herein in connection with any lease that may be executed during the term of this agreement, even if said lease was negotiated by the OWNER or any other party. BROKER shall be paid compensation at the rate as provided herein in connection with any lease which is being negotiated at the time of termination of this agreement if the tenant was introduced to the PREMISES by BROKER.

2. TERMS: IN THE EVENT THAT THE PREMISES ARE RENTED OR LEASED THROUGH THE EFFORTS OF BROKER, AND THE LEASE TERM RUNS LONGER THAN THE TERMS OF THE AGREEMENT, BROKER SHALL CONTINUE TO BE COMPENSATED AS STATED IN PARAGRAPH 5.

In the event that the PREMISES is not rented or leased within sixty (60) days of the date of this Agreement, or remains vacant without being subject to a lease for any sixty (60) day period, either party may terminate this Agreement upon thirty (30) days written notice to the other party of such intention to terminate, provided that such written notice is delivered to the other party prior to the rental or lease of the premises through the efforts of BROKER. If the PREMISES contain multiple rental units, the termination provisions of this section will only apply if all units were not rented or leased within sixty (60) days of the date of this Agreement, or all units remained vacant for any sixty (60) day period. Termination of this Agreement shall not adversely affect the rights of tenants under then existing leases.

3. SPECIFIC AUTHORITY FOR REPAIR AND ALTERATIONS

- a. OWNER hereby gives BROKER the following authority and powers and agrees to pay promptly on demand all legitimate expenses in connection with the following: to purchase necessary supplies; to contract for such utility services as BROKER may deem advisable; to make necessary repairs to the PREMISES without the express written consent of OWNER, limited to \$ 200.00 in any [x] month [ ] year, and to make Owner authorized alterations and decorations. In addition to other authority of BROKER, BROKER may pay or incur without limitation on behalf of OWNER monthly or recurring operating charges and/or emergency repair, if, in the reasonable opinion of the BROKER, such repairs are necessary to protect the property from damage or maintain services to the tenants as called for in state law or Rental Agreement. BROKER is authorized on behalf of OWNER to hire, discharge, supervise and pay any employees or contractors for work performed. All providers of services shall be deemed to be acting on behalf of the OWNER and not the BROKER. BROKER will not be liable to the OWNER or others for any act, default or negligence on the part of such persons, contractors or other workmen, providing BROKER has taken reasonable care in engaging them or their employers.
b. A Reserve Fund will be established and maintained from property proceeds in the amount of \$ N/A, to be paid (a) N/A from first rental payments, or (b) N/A \$ N/A per month from rental proceeds.

4. BROKER'S RESPONSIBILITIES

- In addition to the foregoing, the BROKER will perform the following functions on OWNER'S behalf:
a. Make reasonable efforts to collect all the rents and other fees due from tenants when such amounts become due, and deposit same into an agency account maintained on behalf of the OWNER, but BROKER does not guarantee the payment of any tenant's rent;
b. Withdraw from such account all funds needed for proper disbursements for expenses payable by the OWNER including without limitation, BROKER's compensation; and remit balance of rent to OWNER at OWNER'S address set forth in Paragraph 9 with a written statement within 30 days of rent receipt, indicating said receipts and disbursements; and

[Signature] OWNER, [Signature] BROKER HAVE READ THIS PAGE. Form 430 PAGE 1 OF 5

c. Collect and place into escrow accounts, as required by law, security deposits under any lease. BROKER is authorized to disburse the security deposit at such times and to such persons as BROKER shall in good faith believe to be entitled to such funds in accordance with the South Carolina laws governing security deposits. Any interest earned on said deposits, shall with tenant's permission belong to BROKER.

5. **BROKER'S COMPENSATION**

In consideration of the services rendered by BROKER, OWNER agrees to pay BROKER the following forms of compensation:

- a. FOR SET-UP/ORIGINATION - a fee of \$ N/A to be paid at the time of execution of the contract.
- b. FOR MANAGEMENT - a fee equal to 20.000 % of gross receipts collected including all sums collectible under any leases, with a minimum monthly fee of \$ N/A.
- c. FOR LEASING - a fee equal to N/A % of the first full month's rent for each new tenant's lease shall be paid to BROKER, in addition to the management fee provided for in paragraph 5b above, but shall not be payable in connection with renewals.
- d. CHARGES TO TENANTS - Late Rent Administration Charge, Returned Check Charges, Releasing Administration Charge and application fees paid by tenants under any lease are the property of BROKER to offset expenses in enforcing the respective provisions unless otherwise stipulated in paragraph 15.
- e. SALE TO TENANT. If a sale or exchange of the PREMISES to the Tenant, or to anyone acting for or on behalf of a tenant or to any member of a tenant's immediate family is contracted for or effected during the term of this Management Agreement or within 3 months of its termination, the BROKER will be paid by the OWNER promptly a commission of 6.000 % of the sales price, if the BROKER has a valid South Carolina real estate license for the sale of real property in effect on the date such sale or exchange is closed.
- f. SUPERVISION OF RESTORATION/IMPROVEMENTS: BROKER shall be paid N/A % of the cost of any and all new construction, substantial repairs and capital improvements made to premises during the term of this agreement in excess of \$ N/A, provided that BROKER receives written authorization from OWNER for each specific project. Any such construction shall be scheduled, coordinated supervised by BROKER on behalf of OWNER. No fee will be charged for routine maintenance and repairs.
- g. OWNER further agrees to pay BROKER actual costs for advertising or not more than \$ N/A per N/A, and for all long distance phone calls and other out-of-pocket expenses actually and reasonably incurred in connection with said PREMISES.

6. **BROKER DISCLAIMER:** Parties acknowledge that Brokers give no warranties or representations of any kind, expressed or implied as to: (1) condition of the Property, including but not limited to termites, radon, mold, asbestos, moisture, environmental issues, water, waste, air quality, HVAC, utilities, plumbing, electrical or structure, etc. (2) condition of the Property, survey or legal matters, square footage (3) off site conditions; (4) schools (5) title including but not limited to easements, encroachments, projections, encumbrances, restrictions, covenants, setbacks, and the like (6) fitness for a particular purpose of the Property or the improvements (7) zoning ordinances and restrictions (7) projected income, value, marketability, taxes, insurance, or other possible benefits to Buyer. Parties consent that their Brokers may communicate with them via any means; and use or disclose information not made confidential by written instruction of Parties.

7. **BROKER LIABILITY LIMITATION:** Parties agree Brokers provided Parties with benefits, services, assistance, and value in bringing about this Contract. In consideration and recognition of the risks, rewards, compensation and benefits arising from this transaction to Brokers, Parties each agree that they shall pay Brokers' attorneys fees and that Brokers, shall not be liable to either Party or both, either jointly, severally or individually, in an amount exceeding that Broker's Compensation by reason of any act or omission, including negligence, misrepresentation, errors and omissions, or breach of undertaking, except for intentional or willful acts. This limitation shall apply regardless of the cause of action or legal theory asserted against either Broker, unless the claim is for an intentional or willful act. This limitation of liability shall apply to all claims, losses, costs, damages or claimed expenses of any nature from any cause(s), except intentional or willful acts, so that the total liability of either Broker shall not exceed the amount set forth herein. Parties will indemnify and hold harmless and pay attorneys fees for Brokers from breach of contract, any negligent or intentional acts or omissions by any Parties, Inspectors, Professionals, Service Providers, Contractors, etc. including any introduced or recommended by Brokers. Parties each agree that there is valid and sufficient consideration for this limitation of liability and that Brokers are the intended third-party beneficiaries of this provision.

8. **INDEMNIFICATION**

OWNER agrees (a) to indemnify, defend and save the BROKER harmless from all loss, expense, damage, claim suits and costs whatsoever (including without limit attorney's fees and expenses) incurred and arising from performance or attempted performance by BROKER of its duties and powers hereunder whether for personal injury

 OWNER,  OWNER AND  BROKER HAVE READ THIS PAGE. Form 430 PAGE 2 OF 5

and/or property damage suffered by any person whomsoever on or about the PREMISES or otherwise, and (b) to carry at OWNER'S expense liability insurance of at least \$300,000 to protect the interest of the parties hereto. Policies shall be so written as to protect the BROKER in the same manner and to the same extent as they protect the OWNER, and will name the BROKER as an additional insured or certified holder of the policy. The BROKER also shall not be liable for any error of judgment or for any mistake of fact or law or for anything which BROKER may do or refrain from doing, hereinafter, except in cases of willful misconduct or gross negligence. The BROKER shall not be responsible for any damage to the PREMISES, under any circumstance, by the tenant or others.

9. **LEGAL PROCEEDINGS**

BROKER is empowered to sign and/or cancel leases on OWNER'S behalf, to enforce the provisions of same, to institute legal action or other proper proceedings to collect rents and other sums due, and when expedient, to settle, compromise and release such actions and suits, and to dispossess tenants, and other persons, including without limit institution of eviction proceedings in the name of and on behalf of OWNER. BROKER may select the attorney of BROKER'S choice to handle any such matters and incur court costs at owner's expense. BROKER is not responsible for defending owner against any claim brought in a proceeding or court action.

10. **BINDING AUTHORITY**

This agreement shall be binding upon the successors and assigns of BROKER, and upon the heirs, administrators, executors, successors, and assigns of OWNER.

11. **COMMUNICATIONS/NOTICE**

Owner agrees to receive any and all communications from Broker at the address, phone and fax numbers and the email address below. Any notice required or permitted to be given pursuant to the provisions of this agreement shall be deemed given (1) when delivered personally, or (2) on the date such notice is deposited in the United States Mail, postage prepaid, certified or registered mail, return receipt requested, at following addresses.

BROKER

908 Charles Street, Beaufort, SC 29902

Phone: (843) 986-2424

Fax: (843) 770-5123

Email: rentals@forrentinbeaufort.com

OWNER

Sarah + David Edwards

217 Lafayette Avenue

Cortlandt Manor WY 10567

Phone: (914) 736-3762 914 486 1846

Fax: \_\_\_\_\_

Email: sarahedwards1@verizon.net

SS/ID# 073 96 6702

12. **OWNER REPRESENTATIONS AND WARRANTIES**

a. OWNER represents and warrants to the BROKER that, to the best of OWNER'S knowledge, the PREMISES are free of hazardous and/or toxic wastes and/or substances (as such terms are defined under applicable federal and state laws); that the PREMISES are fit for human habitation; that there are no hidden or latent defects or conditions on or affecting the PREMISES other than N/A

\_\_\_\_\_, that the PREMISES are not the subject of any order to repair or to demolish or other order of any governmental authority; that the PREMISES comply with all currently applicable laws, statutes and governmental rules and regulations; that the OWNER will at all times during the term of this Agreement fully and promptly comply with the lawful requirements of all applicable governmental authorities.

b. OWNER declares that all mortgage payments have been made and account is current.

c. OWNER warrants that there are operating smoke detectors on the premises.

[Signature] OWNER, [ ] OWNER AND [Signature] BROKER HAVE READ THIS PAGE. Form 430 PAGE 3 OF 5

13. **LEAD-BASED PAINT DISCLOSURE**

For dwellings built before 1978, and as required by applicable law, a Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards (the "Disclosure") must be signed by OWNER and attached to this agreement. OWNER represents that either (1) the improvements on the property were all submitted, commenced, and constructed after December 31, 1977, or (2) the Disclosure has been fully completed and is attached to this agreement. OWNER agrees to provide BROKER with any such additional information or reports as may come to OWNER'S possession during the term of this agreement. OWNER acknowledges that BROKER has Informed OWNER of the OWNER'S obligations to provide a tenant of the property with the pamphlet "Protect Your Family From Lead in Your Home." to provide information to a Tenant of the property with copies of available records and reports with respect to the property and lead-based paint and lead-based paint hazards, all pursuant to 42USC4582 (d), as amended.

14. **FORCE MAJEURE**

Any delays in the performance of any obligation of BROKER under this Agreement shall be excused to the extent that such delays are caused by wars, national emergencies, natural disasters, strikes, labor disputes, utility failures, governmental regulations, riots, adverse weather, and other similar causes not within the control of BROKER, and any time periods required for performance shall be extended accordingly.

15. **PAYMENT FROM OWNER'S FUNDS**

BROKER shall have no duty to expend BROKER's individual funds in fulfillment of BROKER's responsibilities under this agreement. All payments required or permitted to be made by BROKER shall be made from OWNER'S funds. OWNER agrees to deposit with BROKER promptly on demand such funds as may be necessary in BROKER's reasonable judgment for performance by BROKER as provided in this Agreement.

16. **AVAILABILITY OF TENANTS**

BROKER shall make a good faith effort to obtain tenants for the PREMISES, but BROKER makes no guarantee that tenants can be found.

17. **OTHER STIPULATIONS**

See attached addendum for vacation rental rules/regulations.

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18. **ENTIRE AND BINDING AGREEMENT (MERGER CLAUSE):** Parties agree that this Contract expresses the entire agreement between the parties, that there is no other agreement, oral/otherwise, modifying the terms and this Contract is binding on Parties and principals, heirs, personal representatives, successors, and assigns. Illegal provisions are severable.

19. **MEDIATION CLAUSE:** Mediation is an alternative dispute resolution system and may help avoid potentially expensive and lengthy litigation. The mediation participants voluntarily decide their settlement with the mediator facilitating their decisions and documentation of the settlement. Mediation is not binding arbitration. The mediator does not decide the outcome. The mediation participants make their own decisions include reaching or not reaching a settlement. Any dispute, claim, breach, or services issues relating to this Contract shall be submitted to mediation in accordance with the Procedures of the Dispute Resolution System of the NATIONAL ASSOCIATION OF REALTORS® (info@SCREALTORS.org 1-800-233-6381). Disputes include representations made by any Party, Broker, person or entity in connection with the sale, purchase, financing, condition or any other aspect of the Property, including without limitation allegations of concealment, misrepresentation, negligence or fraud. Any agreement signed by the Parties pursuant to mediation is binding. This mediation clause shall survive the Closing Date. The following matters are excluded from mediation herein: (a) judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or land contract; (b) an unlawful detainer action; (c) the filing or enforcement of a mechanic's lien; (d) any matter which is within the jurisdiction of a probate court; (e) the filing of a interpleader action to resolve earnest money disputes. The filing of a judicial action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver of the right to mediate under this provision, nor shall it constitute a breach of the duty to mediate.

20. **SURVIVAL**

Indemnification and other provisions of this Agreement which benefit BROKER shall survive any termination of this Agreement.

 OWNER,  OWNER AND  BROKER HAVE READ THIS PAGE. Form 430 PAGE 4 OF 5

21. **FACSIMILE AND OTHER ELECTRONIC MEANS**

The parties agree that the offer, any counteroffer and/or acceptance of any offer or counteroffer may be communicated by use of a fax or other secure electronic means, including but not limited to electronic mail and the internet, and the signatures, initials and handwritten or typewritten modifications to any of the foregoing shall be deemed to be valid and binding upon the parties as if the original signatures, initials and handwritten or typewritten modifications were present on the documents in the handwriting of each party.

**WHEREFORE**, the parties have executed this Residential Management Agreement or caused the same to be executed by their authorized representative.

**THIS AGREEMENT** supersedes all prior written or oral agreements and can be amended only through a written agreement signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have subscribed their names on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Martha Joye  
BROKER Martha "Jodi" Joye/BIC

\_\_\_\_\_  
Witness to BROKER

Pam Johnson  
Broker-in-charge/Property Manager in Charge  
Pamela Johnson/Property Manager

\_\_\_\_\_  
Witness to BIC/PMIC

Sarah Edwards  
Owner Sarah Edwards

\_\_\_\_\_  
Witness to Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness to Owner

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Form 430 PAGE 5 OF 5



#### ADDENDUM 1

### Vacation Rental Management Agreement for 502 Scott Street, Beaufort, SC 29902

Property Management Team is responsible for all advertisement (except vrbo.com), scheduling bookings, collecting payment for bookings, keeping calendar up to date at all times for bookings, making sure the home and yard are clean/tidy, inspect homes before new tenants arrive and as soon as tenants vacate, check home for repairs or any home improvements needed.

[www.vrbo.com](http://www.vrbo.com), is a highly useful advertising tool for vacation rentals, Property Management will advertise the home via this site, manage listing and calendar via this site and have all prospects calls and emails come to our office for booking. However, the fee for vrbo.com yearly advertising must be paid by owner. See following advertising plans for vrbo.com.

Upon collecting fees for bookings, Property Management will take out 20% of total booking to cover management fees before disbursement of rental revenue to owner. Rental revenue to owner can be either via mail check to owner or direct deposit to owner banking institution. \*Rental revenue to owners is disbursed by the 10<sup>th</sup> of each month, along with statement of itemization of bookings.

If this is a new rental and we have just begun management of the home, the owners must make sure the yard is nicely maintained: grass cut, bushes trimmed and no limbs hanging on the home/garage/shed, etc. before the rental co. can advertise or place a tenant as occupant. \*\*\**(If owner does not wish to handle these services, property management is happy to schedule these services with cleaners/yard care professionals as long as owner understands invoices will be paid out of income collected on the rental property.)*

If this is a new rental and we have just begun management of the home, the owners must make sure all appliances are in working order, all plumbing is functioning properly and heat/air are in working order and a new ac filter is installed before the rental co. can place a tenant as occupant. . \*\*\**(If owner does not wish to handle these services, property management is happy to schedule these services as long as owner understands invoices will be paid out of income collected on the rental property.)*

#### **For Rent in Beaufort, LLC**

908 Charles Street, Beaufort, SC 29902  
Phone: 843-986-2424, Fax: 843-770-5123  
Email: [rentals@forrentinbeaufort.com](mailto:rentals@forrentinbeaufort.com)  
Website: [www.forrentinbeaufort.com](http://www.forrentinbeaufort.com)

Owner is responsible for repair invoices/cleaning/yard care invoices if there are no funds in account due to no bookings at that time.

Home must be free of liability (to the best of owner's ability) before a tenant can be placed in the rental. Example: children play sets must be secured and safe; fencing cannot be falling down, no hanging fascia boards, etc.

Property Management will make sure the home and yard are clean and tidy before each tenant arrives, we will schedule cleaners and inspect behind them to make sure the job is to our satisfaction. Each tenant that occupies the home will be required to pay a cleaning fee in their booking, so the fee for cleaning will be paid out of each booking.

Owner is responsible for proper paperwork with county to have the home as a vacation rental and paying the proper county taxes required each year for the residence.

Owner agrees to verify with property management when they/he/she comes to town to stay at the rental home, this allows property management and owner to stay up to date on when the home is booked and when it is available for owner occupancy per calendar.

Owner is responsible for having the home electric and water on at all times and paying these utility bills directly. Owner is also responsible for cable and paying this bill directly as well to cable provider of owner's choice.

Owner is responsible for having the home furnished: couch/chairs/dining table, TV, bedding, linens, towels/washcloths, hand towels, dishes/pots/pans/silver wear/glasses/coffee cups. (microwave/coffee maker/toaster oven, washer/dryer)

Property Management will make sure the home has soap, dish liquid, laundry detergent, dishwasher detergent, toilet paper and paper towels at all times. \*the fee for these items will be deducted with cleaning invoice from bookings paid.\*

Property Management does ask that the owner have a working vacuum cleaner in the residence for both cleaners and tenants at all times.

Owner has read and understands these rules:

Owner's signature 

**For Rent in Beaufort, LLC**  
908 Charles Street, Beaufort, SC 29902  
Phone: 843-986-2424, Fax: 843-770-5123  
Email: [rentals@forrentinbeaufort.com](mailto:rentals@forrentinbeaufort.com)  
Website: [www.forrentinbeaufort.com](http://www.forrentinbeaufort.com)



502 Scott Street, Beaufort, SC 29902

**Tenant Information**

Name/Address/Email/Phone

Tenant Credit Card Info.

Today's Date:

Property: **502 Scott Street**

Dates of Booking Stay:

Description	Amount
Bill Tenant: +3% transaction fee/ to co. if tenant uses credit card for booking. + cleaning fee	<b>Total billed to tenant:</b>
<b>DEDUCTIONS BEFORE            DISBURSMENT OF FUNDS TO            OWNER:</b>	
Cleaning/co.	- \$
Supplies/co. (paper towels/toilet paper/detergent, dish liquid/soap)	- \$ - \$
Repairs/Yard Care	- \$
Mgmt. Fee/co. (20%)	- \$
<b>Balance to owner</b>	<b>\$</b>



**502 Scott Street, Beaufort, SC 29902**

Tenants: \_\_\_\_\_

Tenants address/phone email: \_\_\_\_\_

Thank you for booking our vacation rental located at: \_\_\_\_\_, for dates:  
\_\_\_\_\_ to \_\_\_\_\_, total payment received: \_\_\_\_\_.

The lock box code is: \_\_\_\_\_.

The alarm code is: \_\_\_\_\_, then press off.

The wi fi code is: \_\_\_\_\_.

Please remember smoking in the home is not permitted at any time.

Please remember pets are not allowed in the home or yard at anytime either.

Please remember parking is only permitted at front driveway. Please do not park on grass at anytime. One car allowed per stay in driveway.

If at any time anything in the home is broken, please notify property management immediately.

Please take a moment and note anything about the home, your stay or Beaufort via the owner's guest book at back door entry as your feedback is truly appreciated.

If you have an emergency arise beyond property management services, do not hesitate to dial 911.

***Pamela Johnson, Property Manager***  
**Charles Street Realty/For Rent in Beaufort, LLC**  
**908 Charles Street, Beaufort, SC 29902**  
**Office: 843-986-2424, Fax: 843-770-5123**  
**Email: [rentals@forrentinbeaufort.com](mailto:rentals@forrentinbeaufort.com)**  
**Website: [www.forrentinbeaufort.com](http://www.forrentinbeaufort.com), [www.liveinbeaufort.com](http://www.liveinbeaufort.com)**

Please know we will have the home nice and clean for your arrival and are here for you for whatever you may need. We hope you enjoy your stay at this beautiful home and Beaufort, SC and plan a trip back very soon!

We expect all our tenants to take care of the home and yard during their stay by not causing any damage or leaving debris in the yard at any time. This home is in a residential and commercial area, therefore we expect our tenants to not be of any nuisance to neighbors or the community.

### **Upon Vacating the Rental:**

Please place all used linens and towels on floor in front of washing machine, before vacating residence.

Please be sure to turn thermostat to 80 degrees in warm weather and 60 degrees in cool weather, before vacating residence.

Please make sure all lights in the home are turned off upon vacating residence.

Please reset alarm upon vacating premises, by entering alarm code and then away and place key back in lock box.

Please bag up all trash and place at inside of home at back door or in trash bin outside, please do not place any trash bags outside the home, unless in trash bin.

Please be sure to put bicycles back in shed and lock to secure, do not leave bicycles out of the residence/shed at anytime, unless during immediate use.

Thank you and know we are here for you if you have any questions or concerns.

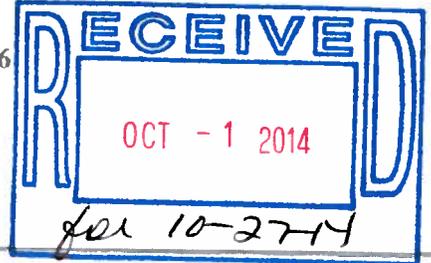
Pam Johnson/Property Management.

***Pamela Johnson, Property Manager***  
**Charles Street Realty/For Rent in Beaufort, LLC**  
**908 Charles Street, Beaufort, SC 29902**  
**Office: 843-986-2424, Fax: 843-770-5123**  
**Email: [rentals@forrentinbeaufort.com](mailto:rentals@forrentinbeaufort.com)**  
**Website: [www.forrentinbeaufort.com](http://www.forrentinbeaufort.com), [www.liveinbeaufort.com](http://www.liveinbeaufort.com)**

**CITY OF BEAUFORT, SOUTH CAROLINA  
SHORT TERM RENTAL CONDITIONAL USE PERMIT APPLICATION**

1911 Boundary Street  
Beaufort, South Carolina 29902  
Phone: (843) 525-7011 / Fax: (843) 986-5606  
[www.cityofbeaufort.org](http://www.cityofbeaufort.org)

ZB14-21



Application Fee: \$50  
Receipt #: \_\_\_\_\_

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes  No

<b>APPLICANT'S NAME &amp; ADDRESS:</b> Sarah Edwards 217 Lafayette Ave Cortlandt Manor NY 10567	<b>PROPERTY ADDRESS:</b> 502 Scott Street Beaufort SC
<b>APPLICANT'S CONTACT INFORMATION:</b> (Phone #, Fax #, and/or E-Mail Address) 914 736 3762 914 486 1846 sarahedwards1@verizon.net	<b>PROPERTY IDENTIFICATION NUMBER:</b> (Tax Map & Parcel Number)

**\*\*APPLICATION INFORMATION REQUIRED\*\***

<b>Submittal Requirements:</b> <ol style="list-style-type: none"> <li>Photos of site including rental unit and parking</li> <li>Site plan/survey showing driveways and parking areas</li> <li>Copy of rental agreement. Note that rental agreement must specify the following:                     <ul style="list-style-type: none"> <li>Minimum 2 night stay.</li> <li>No pets left outside unattended.</li> </ul> </li> <li>Property Management plan addressing the following:                     <ul style="list-style-type: none"> <li>Contact information for property manager (phone, cell phone, email).</li> <li>Contact information for alternative property manager(s) when primary manager is unavailable (phone, cell phone, email).</li> <li>Roll-cart management.</li> <li>How cleaning of unit will be handled.</li> <li>Yard maintenance.</li> </ul> </li> </ol>	<b>Please answer the following questions:</b> <ol style="list-style-type: none"> <li>Is the applicant the property owner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Number of vehicles typically parked on site: <u>1-2</u></li> <li>Number of bedrooms in rental unit: <u>3</u></li> </ol>
APPLICANT'S SIGNATURE _____ DATE _____	APPROVED BY _____ DATE _____

Tel: 843-986-2424

\* Business will be seen by for rent in Beaufort



CITY OF BEAUFORT BUSINESS LICENSE APPLICATION



Phone 843/525-7025  
FAX: 843/470-3517

1911 Boundary St.  
Beaufort, SC 29902

jrose@cityofbeaufort.org  
ajohnson@cityofbeaufort.org

Application Date: 9/18/14 Date Business Started: Oct 2014 In City?  Y /  N

Name of Business: 502 Scott Street Short Term Rental Owner's Name: Sarah + Daniel Edwards

Physical Address of Business: 502 Scott Street Beaufort South Carolina

Mailing Address (if different than above): 217 Lafayette Avenue Cartersville GA 30130

Owner's Address (if different than above): \_\_\_\_\_

Landlord / Lessor - Name/Address (In-City Business): \_\_\_\_\_

Business Phone: 914 736 3762 FAX: \_\_\_\_\_ Emergency/Cell Phone: 914 486 1846

Email: Sarahedwards@verizon.net

Type of Business:  Single Proprietorship  Partnership  
 Incorporated  Limited Liability Company

Federal Tax ID # \_\_\_\_\_ State Sales Tax # \_\_\_\_\_ Social Security # 0736966202

CLASSIFICATION OF BUSINESS:  
 Retail Sales  Service (professional/personal)  
 Restaurant/Bar  Service/Repair (construction trades)  Construction  
 Sexually Oriented  Hotel/Motel/Inn/B&B  
 Other: \_\_\_\_\_

OUT OF CITY BUSINESS ONLY: Estimated inside City of Beaufort gross revenue for the current year \_\_\_\_\_

CONSTRUCTION TRADES ONLY (List applicable SC State Licenses/Registration Numbers)  
SC Residential Home Builders or Specialty Lic # \_\_\_\_\_  
SC General Contractor Lic # \_\_\_\_\_ work classification on registration  
SC Mechanical License # \_\_\_\_\_ work classification on registration

Explain product(s) to be sold and/or services to be provided (in detail): Self catering accommodation

\*\*\*Copy of DHEC Health Certificate required for all food preparation businesses and/or S C State retail license if applicable

I certify that all information given on this application is true and correct.

[Signature] Sarah Edwards Mrs 9/18/14  
Signature Print Name Title Date

Official Use Only: \_\_\_\_\_ Owner/ Change of Information