



## **CERTIFICATE OF REGISTRATION APPLICATION FORM - RENEWAL**

DEVELOPMENT SERVICES DEPARTMENT

1565 FIRST ST/ANNEX – 2<sup>ND</sup> FLOOR    SARASOTA, FL 34236    941-263-6623

**Vacation Rental Property Address:** \_\_\_\_\_

**Vacation Rental Initial Certificate of Registration #: VR** \_\_\_\_\_

All City of Sarasota vacation rental certificate of registrations are required to be renewed each odd numbered year. The renewal application shall be filed no earlier than August 1 and by no later than October 1 to avoid late penalty fees. This application may be completed by either the property owner or the owner's Authorized Representative.

On the following page, you will be required to indicate if each of the listed items submitted with the initial application for the certificate of registration remains current and active. If the applicant signs the declaration on the last page of this application indicating that the information remains current and accurate, no further information concerning these items shall be requested. If the applicant indicates that specified items are no longer current and accurate, then updated information which is current and accurate shall be submitted to support the application.

**The following required information shall also be submitted to accompany this application:**

- **A copy of a current and active Sarasota County Local Business Tax Receipt for the vacation rental unit**
- **A copy of a current and active vacation rental dwelling license issued by the Florida Division of Business and Professional Regulation**
- **Declaration of Owner Form**

**Please contact our office at 941-263-6623 if you have any questions regarding the renewal application requirements.**

City of Sarasota  
Development Services  
1565 1<sup>st</sup> Street Sarasota, Florida 34236  
Ph: 941-263-6623

Please check 'Yes' or 'No' beside each item below to indicate if the following information submitted with the original certificate of registration application for your property remains current and accurate. If any of the specified items are no longer current and accurate, the updated information shall be submitted to support the application:

	YES	NO
Initial Registration Application information		
Proof of Ownership of the vacation rental		
Designated Responsible Party Form and acknowledgment of DRP responsibilities		
Proof of remission of Tourist Development Taxes to Sarasota County		
Proof of remission of taxes to the Florida Department of Revenue		
The number of bedrooms in the vacation rental		
The number of full bathrooms in the vacation rental		
Exterior sketch of the property		
Interior sketch of the property		
The standard lease agreement for the vacation rental		
Authorized Representative Form		

Submission of an incomplete application for a renewed certificate of registration shall result in rejection of the application. If the submission for the renewal is incomplete, the applicant shall be notified of the deficiency and shall be allowed twenty (20) calendar days to provide any missing information or to pay any unpaid registration or inspection fees, or code compliance penalties. If the missing information is not provided or fees or penalties not paid within the twenty (20) day period, the application shall be deemed withdrawn.

Once the application and supporting documentation has been reviewed and approved, you will receive an invoice to make payment for the renewal application fee of \$150. Applications submitted past the due date of October 1 will be accompanied by a late fee of \$100. If the Declaration of Owner form is supplied along with the application and no other changes have been made, a physical inspection of the property will not be required to complete the renewal process. The City will issue the renewed certificate of registration once all applicable requirements and fees have been satisfied.

*Initial certificates of registration issued during the calendar years 2022 and 2023 shall be valid through December 31, 2023. Thereafter, initial certificates of registration issued at any time after January 1 of an even numbered year shall expire on December 31 of the following odd numbered year, such that all initial certificates of registration shall expire on December 31 of each odd numbered year, even if this means the certificate of registration is valid for less than two years. All initial and renewed certificates of registration shall be considered current and valid until their expiration date unless: (1) an amended certificate is required by Sec. 34.5-7; (2) a new initial certificate is required by Sec. 34.5-8; or (3) the certificate has been suspended in accordance with Sec. 34.5-20.*

**Certificates of registration are non-transferable and non-assignable.**

**I HEREBY ATTEST AND DECLARE, UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I WILL COMPLY WITH CHAPTER 34.5, VACATION RENTALS FOR THE CITY OF SARASOTA, FLORIDA.**

**Owner or Authorized Representative Name:** \_\_\_\_\_

**Owner or Authorized Representative Signature:** \_\_\_\_\_

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

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