



CERTIFICATE OF REGISTRATION APPLICATION FORM - INITIAL

Each vacation rental unit shall require a separate Certificate of Registration.

Vacation Rental Street address: _____

Parcel Identification Number: _____

City: _____ **State:** _____ **ZIP:** _____

Applicant name: _____

(Please note, if you are applying on the owner's behalf, you must also submit an Authorized Representative form signed by the owner authorizing you to apply.)

Owner's name: _____

Owner mailing address: _____

City: _____ **State:** _____ **ZIP:** _____

Owner phone number: _____

Owner email address: _____

1. Designated Responsible Party Information

The vacation rental owner(s) may appoint himself, herself or themselves as the designated responsible party or as one of two designated responsible parties or shall otherwise designate someone to act as the designated responsible party on his or her behalf. In the event an owner designates a property management company, the owner shall also designate one or two individual persons associated with the property management company as the designated responsible party or parties.

1ST Designated Responsible Party name: _____

a. Cell phone number: _____

b. Email address: _____

c. Mailing address: _____

City: _____ State: _____ ZIP: _____

2ND Designated Responsible Party name (if applicable): _____

a. Cell phone number: _____

b. Email address: _____

c. Mailing address: _____

City: _____ State: _____ ZIP: _____

2. Required documentation to be attached:

Please refer to page 3 and 4 of the Application Guide as you gather the required application documents. A PDF copy of the forms along with information and resources regarding each item is also included within the Guide.

- a. Payment of initial registration fee: \$500.00
- b. Number of Bedrooms: _____
- c. Number of Full Bathrooms: _____
- d. Authorized Representative Form (only required if applicant is submitting on owner's behalf)
- e. Declaration of Owner Form
- f. Designation of Responsible Party Form
- g. Inspection Checklist – Please ensure that you review and complete the inspection checklist prior to scheduling inspection to ensure that the property meets minimum safety and informational requirements.
- h. Transient Public Lodging Establishment License issued by Florida DBPR - Obtain a Vacation Rental Dwelling License from the Florida Division of Business and Professional Regulation (DBPR)
- i. City of Sarasota Local Business Tax Receipt
- j. Sarasota County Local Business Tax Receipt
- k. Evidence of remission of tourist development taxes with Sarasota County Tax Collector (or proof of remission)
- l. Active Certificate of Registration with the Florida Department of Revenue (or proof of remission)
- m. Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking – Please ensure that you delineate parking spaces on the exterior sketch to enable a fixed count of the number of parking spaces that are available. You may utilize a copy of a survey, a bird's eye view photo, or hand-draw the sketch.
- n. Interior building sketch for each floor showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways, stairways, and elevators – the sketch must be floor-by-floor and may be hand-drawn to a reasonable scale.
- o. Sample of Standard Rental Lease Agreement – You can either print your “House Rules” from AirBNB or VRBO or utilize a pre-existing standard lease agreement if applicable.
- p. Proof of current ownership of the vacation rental property
- q. Any pre-existing rental agreements as defined in Section 34.5-3(i)

If you have any questions as you prepare the application documents, please contact our office at vacationrentals@sarasotafl.gov or call 941-263-6623.

Submission of an incomplete application for an initial certificate of registration shall result in rejection of the application. If the submission for registration 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.

Initial certificates of registration issued during the calendar years 2022 and 2023 shall be valid through December 31, 2023. Thereafter, initial certificates of registration shall expire on December 31 of the year for which the certificate was issued. All initial certificates of registration shall expire on December 31 the year for which the certificate was issued, even if this means the certificate of registration is valid for less than one year. 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 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: _____

City of Sarasota
Development Services
1575 2nd St, 3rd Floor Sarasota, FL 34236
Ph: 941-263-6623