

# Vacation Rental Certificate of Registration Application Document Checklist

Please refer to this checklist as you gather the required application documents. A PDF copy of the required forms along with information and resources regarding each item is included. If you have any questions as you prepare the application documents, please contact our office at [vacationrentals@sarasotafl.gov](mailto:vacationrentals@sarasotafl.gov) or call 941-263-6623.

<ul style="list-style-type: none"><li>❑ <b><u><a href="#">Initial Application form</a></u> (only required if submitting on paper)</b> – This form is only required if you choose to submit the application on paper. By utilizing the online portal to submit the application, you will be able to track the status of the application, complete online payment, and manage the certificate once it is active.<ul style="list-style-type: none"><li>○ Click <a href="#">HERE</a> to access the online customer application portal</li></ul></li></ul>
<ul style="list-style-type: none"><li>❑ <b><u><a href="#">Authorized Representative Form</a></u></b> <i>(only required if applicant is submitting on owner's behalf)</i></li></ul>
<ul style="list-style-type: none"><li>❑ <b><u><a href="#">Declaration of Owner Form</a></u></b></li></ul>
<ul style="list-style-type: none"><li>❑ <b><u><a href="#">Designation of Responsible Party Form</a></u></b></li></ul>
<ul style="list-style-type: none"><li>❑ <b><u><a href="#">Inspection Checklist</a></u></b> – Please ensure that you review and complete the inspection checklist prior to scheduling inspection to ensure that the property meets minimum safety/informational requirements.</li></ul>
<ul style="list-style-type: none"><li>❑ <b>Transient Public Lodging Establishment License issued by Florida DBPR</b> - Obtain a Vacation Rental Dwelling License from the Florida Division of Business and Professional Regulation (DBPR) –<ul style="list-style-type: none"><li>○ Click <a href="#">HERE</a> to apply for the DBPR Vacation Rental Dwelling License online</li></ul></li></ul>
<ul style="list-style-type: none"><li>❑ <b>City of Sarasota Local Business Tax Receipt</b> – Please complete the LBTR application and email along with a copy of your Florida DBPR Vacation Rental Dwelling License to <a href="mailto:LocalBusinessTax@SarasotaFL.gov">LocalBusinessTax@SarasotaFL.gov</a> for processing. You will receive an invoice once the application has been processed.<ul style="list-style-type: none"><li>○ Click <a href="#">HERE</a> to apply for the Local Business Tax receipt certificate online</li></ul></li></ul>
<ul style="list-style-type: none"><li>❑ <b>Evidence of remission of tourist development taxes with Sarasota County Tax Collector</b> – Please submit a copy of the return for the tourist development taxes for the property. If the property is only advertised on VRBO and AirBNB, both of these sites remit these taxes on your behalf. You can obtain a tax remission history directly from your online portal from either of these sites. As an alternative to this remission statement, the owner may submit a notarized letter stating that local and state taxes are being collected and paid for on your behalf. Be sure to list all the sites you advertise on. (Here is also a link to AirBnB's Help Articles, which will guide you towards finding the tax remission information within the listing: <a href="https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work">https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work</a>)</li></ul>

<ul style="list-style-type: none"><li>□ <b>Active Certificate of Registration with the Florida Department of Revenue</b> - Please submit a copy of the certificate of registration from the FL Department of Revenue for the property. If the property is only advertised on VRBO and AirBNB, both of these sites remit these taxes on your behalf. You can obtain a tax remission history directly from your online portal from either of these sites. As an alternative to this remission statement, the owner may submit a notarized letter stating that local and state taxes are being collected and paid for on your behalf. Be sure to list all the sites you advertise on. (Here is also a link to AirBnB's Help Articles, which will guide you towards finding the tax remission information from their webpage: <a href="https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work">https://www.airbnb.com/help/article/1036/how-does-occupancy-tax-collection-andremittance-by-airbnb-work</a>)</li></ul>
<ul style="list-style-type: none"><li>□ <b>Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking</b> – 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.</li></ul>
<ul style="list-style-type: none"><li>□ <b>Interior building sketch for each floor showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways, stairways, and elevators</b> – Please provide a floor-by-floor interior sketch including the aforementioned elements. The sketch may be hand-drawn to a reasonable scale.</li></ul>
<ul style="list-style-type: none"><li>□ <b>Sample of Standard Rental Lease Agreement</b> – You can either print your “House Rules” from AirBNB or VRBO, or utilize a pre-existing standard lease agreement if applicable</li></ul>
<ul style="list-style-type: none"><li>□ <b>Proof of current ownership of the vacation rental property</b> – Provide a copy of the Warranty Deed or tax bill to confirm ownership of the property.</li></ul>
<ul style="list-style-type: none"><li>□ <b>Any pre-existing rental agreements as defined in Section 34.5-3(i) (if applicable)</b></li></ul>