



INITIAL APPLICATION FORM VACATION RENTAL CERTIFICATE OF REGISTRATION

This physical application form is only required for initial applications submitted on paper. This form must be signed by the owner (or Authorized Representative).

Each vacation rental unit shall require its own certificate of registration. The certificate must be obtained prior to advertising or operating as a vacation rental. Certificates of registration are non-transferable and non-assignable, and a new certificate is required for change of ownership. The application must be accompanied by the required documentation listed on the next page. Applications submitted beyond the due date will be subject to a late filing fee. If you have any questions as you prepare the application documents, please email vacationrentals@sarasotafl.gov or call 941-263-6623.

Review the information on the following page. Gather the required documents then CLICK HERE TO SUBMIT YOUR APPLICATION ONLINE

(Required) Applicant Name: _____

(Required) Please check one of the following boxes:

☐ Check this box if you are the property owner and you are applying for the certificate of registration on your own behalf.

☐ Check this box if you are the owner's Authorized Representative applying on behalf of the owner. *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.*

(Required) Vacation Rental Street Address: _____

(Required) Parcel Identification Number: _____

If you are unsure of the property's parcel identification number, click this link to be redirected to the Sarasota County Property Appraiser Quick Search feature: <https://www.sc-pa.com/propertysearch>

(Required) Owner name: _____

(Required) Owner mailing address: _____

(Required) Owner phone number: _____

(Required) Owner email address: _____

(Required) Number of Bedrooms in the vacation rental: _____

Bedroom means any room in a vacation rental which has a bed or other place for sleeping and a separate closet that is an integral part of the permanent construction within the bedroom or an en suite bathroom, but does not include a bathroom, a kitchen, a dining area or any main living area. If a room has been added, altered or converted without any required building permit having been issued, such room shall not be deemed a bedroom.

(Required) Number of full Bathrooms in the vacation rental: _____

(Required) Number of Parking Spaces on Exterior Sketch: _____

To apply for a vacation rental certificate of registration on paper, refer to the list of required documents on Page 2.
Please submit this signed application, supporting documents, and payment of registration fee in-person or via US mail to the following address:

(Required) The following documents must be submitted along with this application:

- a. **Transient Public Lodging Establishment License issued by Florida Department of Business and Professional Regulation**
Click [HERE](#) to apply for the DBPR Vacation Rental Dwelling License, or call 850-487-1395 for assistance.
- b. **City of Sarasota Local Business Tax Receipt (LBTR) Certificate**
Click [HERE](#) to apply for the City of Sarasota Local Business Tax receipt certificate - please submit your LBTR application with a copy of your DBPR vacation rental dwelling license via email to LocalBusinessTax@SarasotaFL.gov or call 941-263-6469.
- c. **Designation of Responsible Party Form**
Click [HERE](#) to download the Designation of Responsible Party Form
- d. **Declaration of Owner Form**
Click [HERE](#) to download the Declaration of Owner Form
- e. **Inspection Checklist**
Click [HERE](#) to download the Inspection Checklist
- f. **Authorized Representative Form**
If applicable *(If applicant is owner's Authorized Representative)*
Click [HERE](#) to download the Authorized Representative Form
- g. **Evidence of remission of tourist development taxes with Sarasota County Tax Collector**
If these taxes are remitted on your behalf by Airbnb/VRBO/advertisement platform, please provide a recent Earnings Report or click [HERE](#) to download the notary form template
- h. **Active Certificate of Registration with the Florida Department of Revenue**
If these taxes are remitted on your behalf by Airbnb/VRBO/advertisement platform, please provide a recent Earnings Report or click [HERE](#) to download the notary form template
- i. **Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, and delineated parking spaces**
Click [HERE](#) to download a Sample Exterior Sketch
- j. **Interior building sketch for each floor showing the floor plan layout and identifying all bedrooms, other rooms, exits, hallways, stairways, and elevators**
Click [HERE](#) to download a Sample Interior Sketch
- k. **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
- l. **Proof of current ownership of the vacation rental property**
Provide the warranty deed or current property tax bill.
- m. **Pre-Existing Rental Agreements**
If applicable *(for exempt or grandfathered rentals, for the occupancy limit)*

Initial Application fee: \$500.00 Annual Renewal Application Fee: \$350.00 Late Filing Fee: \$200.00
The first inspection is included with the Initial and Renewal Application fee. A reinspection fee applies for any failed inspection.

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 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. An owner or authorized representative shall renew the certificate of registration and obtain a renewed certificate of registration prior to December 31 of each calendar year after the initial certificate of registration is issued.

Each vacation rental must be inspected annually as required by Section 34.5-10 to ensure the vacation rental is in compliance with the provisions of this chapter including the minimum safety requirements of Section 34.5-12 and the informational requirements of Section 34.5-13 and in compliance with other applicable City ordinances including zoning regulations. Vacation rental owners shall continuously maintain compliance with all provisions of Chapter 34.5, including the minimum stay requirement of seven (7) full days and nights, maximum occupancy limits, and display of the certificate number within all advertised listings of the rental. The designated responsible party shall schedule and confirm all inspections required by this chapter with the city. The City will issue the initial certificate of registration once all applicable requirements and fees have been satisfied.

I HEREBY ATTEST THAT THE PROVIDED 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.

(Required) Owner (or Authorized Representative) Name: _____

(Required) Owner (or Authorized Representative) Signature: _____

(Required) Date: _____