



## Vacation Rental Document Checklist

1. A notarized letter of authorization is required if a person other than the owner applies for registration. (Any owner or registered agent of a corporation/entity can sign as the applicant without this letter if proof of attachment to the corporation/entity is provided.)
2. Proof of property ownership. (If the property is owned by a corporation/entity, proof of attachment to that corporation/entity is required. Properties with more than four (4) units under the same roof and are collectively owned, **DO NOT** have to register. Properties with more than four (4) units under the same roof and are individually owned, **MUST** be registered.
3. A copy of a current license for a transient public lodging establishment with the Florida Department of Business and Professional Regulation (DBPR License). (If the property is homesteaded, the owner is occupying the property and is only renting a portion of the property; the applicant can provide a notarized letter, stating that **ALL** of these conditions for this exemption are in place, that can substitute this license.)
4. A copy of a current license with the Florida Department of Revenue for sales tax collection. (If your state tax is collected and remitted for you by an advertiser or property management company, a notarized letter is to be submitted stating such).
5. A copy of a current Broward County Business Tax Receipt. (If you provide a notarized letter to substitute the DBPR license, you will be exempt from this license)
6. Proof of registration for Broward County Tourist Development tax collection. (If your county tax is collected and remitted for you by an advertiser or property management company, a notarized letter is to be submitted stating such).
7. The City of Fort Lauderdale Business Tax Application will be created once the Vacation Rental Application has been approved.
8. A set of current floor plans for the property. (If you do not have these available you can obtain them from the Property Records Department).