



## VACATION RENTAL CERTIFICATE OF REGISTRATION INITIAL APPLICATION FORM

*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](mailto:vacationrentals@sarasotafl.gov) or call 941-263-6623.

**To apply for a vacation rental certificate of registration online, please visit our webpage for a link to the portal:**

<https://www.sarasotafl.gov/government/development-services/vacation-rentals>

**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 and the supporting documents in-person or via US mail to the following address:**

*City of Sarasota Vacation Rental Compliance, 1575 2<sup>nd</sup> St, Third Floor, Sarasota, FL 34236*

**(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) 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](mailto: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. **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
- g. **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
- h. **Exterior site sketch identifying all structures, pools, hot tubs, spas, fencing, and uses, including areas provided for off street parking**  
Click [HERE](#) to download a Sample Exterior Sketch
- i. **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
- j. **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
- k. **Proof of current ownership of the vacation rental property**  
Provide the Warranty Deed or property tax bill.
- l. **Pre-Existing Rental Agreements**  
If applicable (*for exempt or grandfathered rentals, for the occupancy limit*)
- m. **Authorized Representative Form**  
If applicable (*If applicant is owner's Authorized Representative*)  
Click [HERE](#) to download the Authorized Representative Form

**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 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.*

**Once the application has been approved, you will receive an invoice to pay the application fee. 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. 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 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.**

**(Required) Owner (or Authorized Representative) Name:** \_\_\_\_\_

**(Required) Owner (or Authorized Representative) Signature:** \_\_\_\_\_

**(Required) Date:** \_\_\_\_\_



# VACATION RENTAL CERTIFICATE OF REGISTRATION DESIGNATION OF RESPONSIBLE PARTY FORM

*This form must be signed by the owner (or Authorized Representative) and both the primary and secondary designated responsible party or parties.*

**(Required) Vacation Rental Property Address:** \_\_\_\_\_

*The vacation rental owner(s) may appoint 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 their behalf. By signing this form, the designated responsible party is acknowledging they are aware of the provisions of this Chapter and agrees to serve in the capacity of designated responsible party for the vacation rental being registered; they agree to discharge the duties of a designated responsible party as set forth in Section 34.5-15.*

**A. The duties of a designated responsible party, whether the owner or the owner's authorized representative, are as follows:**

1. To be available by land line or mobile telephone at one of the listed phone numbers provided to the City in the application for an initial or renewed certificate of registration twenty-four (24) hours a day, seven (7) days a week and to be capable of assisting with resolution of any issues arising from the use of the vacation rental.
2. To be available twenty-four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding the conduct or behavior of vacation rental occupants or their guests or regarding alleged violations of this Chapter or violations of other city ordinances. The designated responsible party shall have authority to immediately address and take affirmative action, within one (1) hour of notice from the City, or as soon thereafter as reasonably possible, to address complaints, including but not limited to safety issues, noise, or parking.
3. To come to the vacation rental within one (1) hour, or as soon thereafter as reasonably possible, following notification from an occupant, the owner, or a City official, code compliance officer or law enforcement officer to assist with finding solutions to problems or issues associated with the vacation rental.
4. To receive service of any legal notice on behalf of the owner for violations of this Chapter or other law or ordinance.
5. To exercise all rights of the owner under Sections 509.141, 509.142 and 509.143 Florida Statutes to deal with unruly occupants and their guests in the vacation rental.
6. To maintain continuous compliance with the requirements Section 34.5-13 of this Chapter regarding information to be provided to vacation rental occupants.
7. To maintain the vacation rental premises free of garbage and litter, provided that this subsection does not prohibit the storage of garbage and litter in authorized receptacles for collection.
8. To otherwise monitor the vacation rental when rented to check upon the condition of the unit and the occupants' compliance with this Chapter.
9. To be informed as to the names, address and phone numbers of each individual who booked the vacation rental and as to the number of occupants during each rental period and to provide this information to law enforcement officers or to code compliance officers upon request. In addition, to provide a copy of the rental agreement for the current occupants of a vacation rental to law enforcement officers or to code compliance officers upon request.
10. To provide the Office of the City Auditor and Clerk with notice of resignation in writing at least one (1) week in advance of the effective date of the resignation.

**B. A designated responsible party must have authority to consent to allow all inspectors access to the vacation rental property to conduct the inspections required by Sections 34.5-5(a)(3); 34.5-6(d)(4); and 34.5-8.**

**C. It shall be the sole responsibility of the owner to appoint a reliable designated responsible party and to inform the City of his or her contact information as a part of the application for registration as provided in Section 34.5-4(b)(4) above. Failure to do so shall not be a defense to an alleged violation of other provisions of this Chapter.**

**D. An owner may change their designated responsible party temporarily or permanently. However, there shall be no more than two (2) designated responsible parties for each vacation rental property at any one time. To change the designated responsible party, the property owner shall notify the City in writing on a form to be provided by the City at least one week in advance.**

**E. Personal service of or mailing or emailing of a notice of violation or other notices to the designated responsible party shall be deemed valid service and notification of the owner or occupant as the case may be.**

**This form must be signed by the owner (or Authorized Representative) and each Designated Responsible Party (DRP). If the owner is designating themselves as the DRP #1 or DRP #2, they must provide the information requested below and must sign both the owner's signature section and the applicable DRP #1 or DRP #2 signature section. Please provide the following information:**

**(Required) Designated Responsible Party #1 Name:** \_\_\_\_\_

**(Required) Designated Responsible Party #1 Mailing Address:** \_\_\_\_\_

**(Required) Designated Responsible Party #1 Phone Number:** \_\_\_\_\_

**(Required) Designated Responsible Party #1 Email Address:** \_\_\_\_\_

**(Required) Designated Responsible Party #1 Signature:** \_\_\_\_\_

**(Required) Date:** \_\_\_\_\_

**(if applicable) Designated Responsible Party #2 Name:** \_\_\_\_\_

**(if applicable) Designated Responsible Party #2 Mailing Address:** \_\_\_\_\_

**(if applicable) Designated Responsible Party #2 Phone Number:** \_\_\_\_\_

**(if applicable) Designated Responsible Party #2 Email Address:** \_\_\_\_\_

**(if applicable) Designated Responsible Party #2 Signature:** \_\_\_\_\_

**(if applicable) Date:** \_\_\_\_\_

*I, as the owner (or Authorized Representative of the owner) of the vacation rental property address listed herein, hereby appoint the individual(s) listed above as the designated responsible party (DRP) or parties for the vacation rental property address being registered.*

**(Required) Owner (or Authorized Representative) Name:** \_\_\_\_\_

**(Required) Owner (or Authorized Representative) Signature:** \_\_\_\_\_

**(Required) Date:** \_\_\_\_\_



## VACATION RENTAL CERTIFICATE OF REGISTRATION DECLARATION OF OWNER FORM

*This form must be signed by the owner (or Authorized Representative).*

**(Required) Vacation Rental Property Address:** \_\_\_\_\_

**1. I have reviewed and understand the following standards for vacation rentals:**

- a. Minimum safety and informational requirements
- b. Parking requirements
- c. Duties of Designated Responsible Party
- d. Maximum Occupancy limitations and exemptions
- e. Potential fines and penalties for violations

**2. The following information has been posted in welcome binder or a conspicuous location on an interior wall inside the vacation rental for the safety and convenience of the occupants., or alternatively this information has been provided in accordance with subsection 34.5-13(c):**

- a. Street address of the vacation rental
- b. Name and phone number of designated responsible party
- c. Location of the nearest hospital
- d. Non-emergency police telephone number
- e. Trash and recycle pick up days/times
- f. Emergency evacuation instructions (map to nearest shelters in the event of a hurricane or natural disaster)
- g. Maximum occupancy
- h. Maximum number of vehicles
- i. "Good Neighbor" Notice - "You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes."
- j. Statement regarding audible sound beyond property lines - "Sound that is audible beyond the property lines of the vacation rental unit is regulated by Section 20-5(b) of the City Sound Ordinance and violation of the Sound Ordinance could result in fines to the occupants."

**3. I am aware that the minimum stay requirement for any short-term vacation rental unit located within the City limits of Sarasota is 7 Full Days and 7 Full Nights, as per City of Sarasota Zoning Code Section II-304(b)(1) and Section VI-202(b).**

**4. I am aware that every certificate of registration expires on December 31 of the calendar year in which it was issued, and that a certificate of registration renewal application must be submitted annually between July 1 and October 1 to avoid a late filing fee. The vacation rental must be inspected annually to verify compliance with ordinance standards.**

**5. I will ensure that any advertisement or rental offering associated with the vacation rental unit will maintain compliance with ordinance standards, including but not limited to the following:**

- a. The City of Sarasota vacation rental certificate of registration number must be included on all advertised listings of the property.
- b. Any advertised listing of the vacation rental must comply with the minimum stay requirement of 7 full days and 7 full nights.
- c. Any advertised listing of the vacation rental may not exceed the maximum occupancy limit on the certificate of registration for the property.

**I, as the owner (or Authorized Representative of the owner) of the vacation rental property address listed herein, am aware of the City of Sarasota rules regulating vacation rentals specifically including the minimum stay requirement set out in Section II-304(b) of the City of Sarasota Zoning Code. Under Penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true, and I hereby attest that I will comply with City Code Chapter 34.5 – Vacation Rentals.**

**(Required) Owner/Authorized Representative Name:** \_\_\_\_\_

**(Required) Owner/Authorized Representative Signature:** \_\_\_\_\_

**(Required) Date:** \_\_\_\_\_



## Vacation Rental Certificate of Registration Inspection Checklist

This form must be completed and signed by the owner, Authorized Representative, or Designated Responsible Party (DRP). The DRP shall schedule all inspections.

(required) **Vacation Rental Property Address:** \_\_\_\_\_

Prior to issuance of an initial or renewed certificate of registration, the vacation rental must be inspected by City staff to verify compliance with ordinance standards and other applicable City ordinances including zoning regulations. The designated responsible party (DRP) shall schedule and confirm all inspections required by this chapter with the city. If you have any questions, please email [vacationrentals@sarasotafl.gov](mailto:vacationrentals@sarasotafl.gov) or call 941-263-6623.

(required) Please check the boxes beneath "Confirmed by DRP" to confirm that each of the following safety, informational, and general requirements have been met at the vacation rental prior to inspection:

Informational Requirements – The following information shall be posted in a conspicuous location on an interior wall or in a “welcome binder” in the vacation rental:	Confirmed By DRP	Confirmed by City Staff
Street address of the vacation rental	<input type="checkbox"/>	<input type="checkbox"/>
Name and phone number of designated responsible party	<input type="checkbox"/>	<input type="checkbox"/>
Location of the nearest hospital	<input type="checkbox"/>	<input type="checkbox"/>
Non-emergency police telephone number (941-316-1199)	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle pick up days/times	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation instructions (map showing location of nearest shelters in the event of a hurricane or natural disaster)	<input type="checkbox"/>	<input type="checkbox"/>
Maximum occupancy	<input type="checkbox"/>	<input type="checkbox"/>
Maximum number of vehicles (note: parking on the street is not allowed for vacation rental occupants)	<input type="checkbox"/>	<input type="checkbox"/>
“Good Neighbor” Notice - “You are vacationing in a residential neighborhood. Please be a good neighbor by not making excessive noise or engaging in boisterous behavior, especially after 11:00 pm. Such behavior can deprive your neighbors of the peaceful enjoyment of their homes.”	<input type="checkbox"/>	<input type="checkbox"/>
Statement regarding audible sound beyond property lines – “Sound that is audible beyond the property lines of the vacation rental unit is regulated by Section 20-5(b) of the City Sound Ordinance and violation of the Sound Ordinance could result in fines to the occupants.”	<input type="checkbox"/>	<input type="checkbox"/>
Safety Requirements – The following items will be inspected for compliance with ordinance standards:	Confirmed By DRP	Confirmed by City Staff
Swimming pool, spa and/or hot tub complies with the current standards of the Residential Swimming Pool Safety Act in accordance with City Code Section 34.5-12(a) – <b>See reverse for more information</b>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detection complies with the minimum safety standards as set forth in City Code Section 34.5-12(b) – Smoke detector in each sleeping area <u>and</u> outside the immediate vicinity of each sleeping area, detectors shall be powered by ten-year nonremovable, nonreplaceable batteries or interconnected and permanently powered by the dwelling's electrical system.	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide detection complies with the minimum safety standards as set forth in City Code Section 34.5-12(b) – Carbon monoxide alarms shall be located within ten (10) feet of each sleeping room for any dwelling using fossil-fuel burning heater, fixture or appliance, a fireplace or attached garage.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher (portable, multi-purpose dry chemical <b>2A:10B:C</b> ) on <u>each floor level</u> as set forth in City Code Section 34.5-12(c) – Extinguishers must be class 2A:10B:C or higher, may be installed on the wall in a common area or in enclosed space with visible markings or written information to indicate the location.	<input type="checkbox"/>	<input type="checkbox"/>
City Code Requirements:	Confirmed By DRP	Confirmed by City Staff
Interior and exterior conditions of property comply with minimum standards	<input type="checkbox"/>	<input type="checkbox"/>
Property (including the city sidewalk) is free of overgrowth, trash, and debris (to include landscape)	<input type="checkbox"/>	<input type="checkbox"/>
Trash and recycle bins are stored properly	<input type="checkbox"/>	<input type="checkbox"/>
RV, trailer, and/or boat stored properly (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**I have confirmed that the items listed herein meet compliance with ordinance standards and I understand that a re-inspection fee for any failed inspection shall be assessed in accordance with Chapter 34.5:**

(required) **Owner, Authorized Representative, or DRP Printed Name:** \_\_\_\_\_

(required) **Owner, Authorized Representative, or DRP Signature:** \_\_\_\_\_ (required) **Date:** \_\_\_\_\_

# City of Sarasota Vacation Rental Registration – Inspection Checklist

## Minimum Safety Requirements for Swimming Pools, Spas, and Hot Tubs

A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act which specifies that a pool, spa or hot tub must meet at least one (1) of the following requirements relating to pool safety features:

1. The swimming pool, spa or hot tub will be isolated from access to the home by an enclosure that meets the pool barrier requirements of the Florida Statute §515.29;
2. The swimming pool, spa or hot tub will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs);

### **Where a wall of the dwelling serves as a part of the barrier, an additional requirement must be met:**

*(Select one below)*

- a. All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet;
- b. All doors providing direct access from the home to the pool will be equipped with self-closing, self-latching devices with release mechanisms placed no lower than 54" above the floor or deck.
- c. A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms. " which includes surface motion, pressure, sonar, laser, and infrared alarms.



## VACATION RENTAL CERTIFICATE OF REGISTRATION AUTHORIZED REPRESENTATIVE FORM

***This form is only required if the applicant submits the application on behalf of the owner.***

**This form must be signed by the owner of the vacation rental.**

**(Required) Vacation Rental Property Address:** \_\_\_\_\_

If the application for a vacation rental certificate of registration is signed and submitted on behalf of the owner of the property, this form must be submitted with the application. If the application is submitted by a property management company, the name of the individual signing the documents must be listed below.

By signing this form, the vacation rental property owner hereby authorizes the following listed Authorized Representative to act on their behalf as the applicant of the vacation rental registration application for the property address listed above.

**(Required) Authorized Representative Name:** \_\_\_\_\_

**(Required) Authorized Representative Address:** \_\_\_\_\_

**(Required) Authorized Representative Phone:** \_\_\_\_\_

**(Required) Authorized Representative Email:** \_\_\_\_\_

**(Required) Owner Name:** \_\_\_\_\_

**(Required) Owner Signature:** \_\_\_\_\_

**(Required) Date:** \_\_\_\_\_



City of Sarasota Vacation Rental Certificate of Registration  
Proof of Tax Remission Notarized Statement



To whom it may concern,

I, \_\_\_\_\_, as owner (or owner's

Authorized Representative) of \_\_\_\_\_,

(Property Address)

hereby certify that all applicable local and state taxes are automatically being remitted on  
my behalf by the following advertisement platforms *(please list all sites you intend to advertise on):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

State of: \_\_\_\_\_

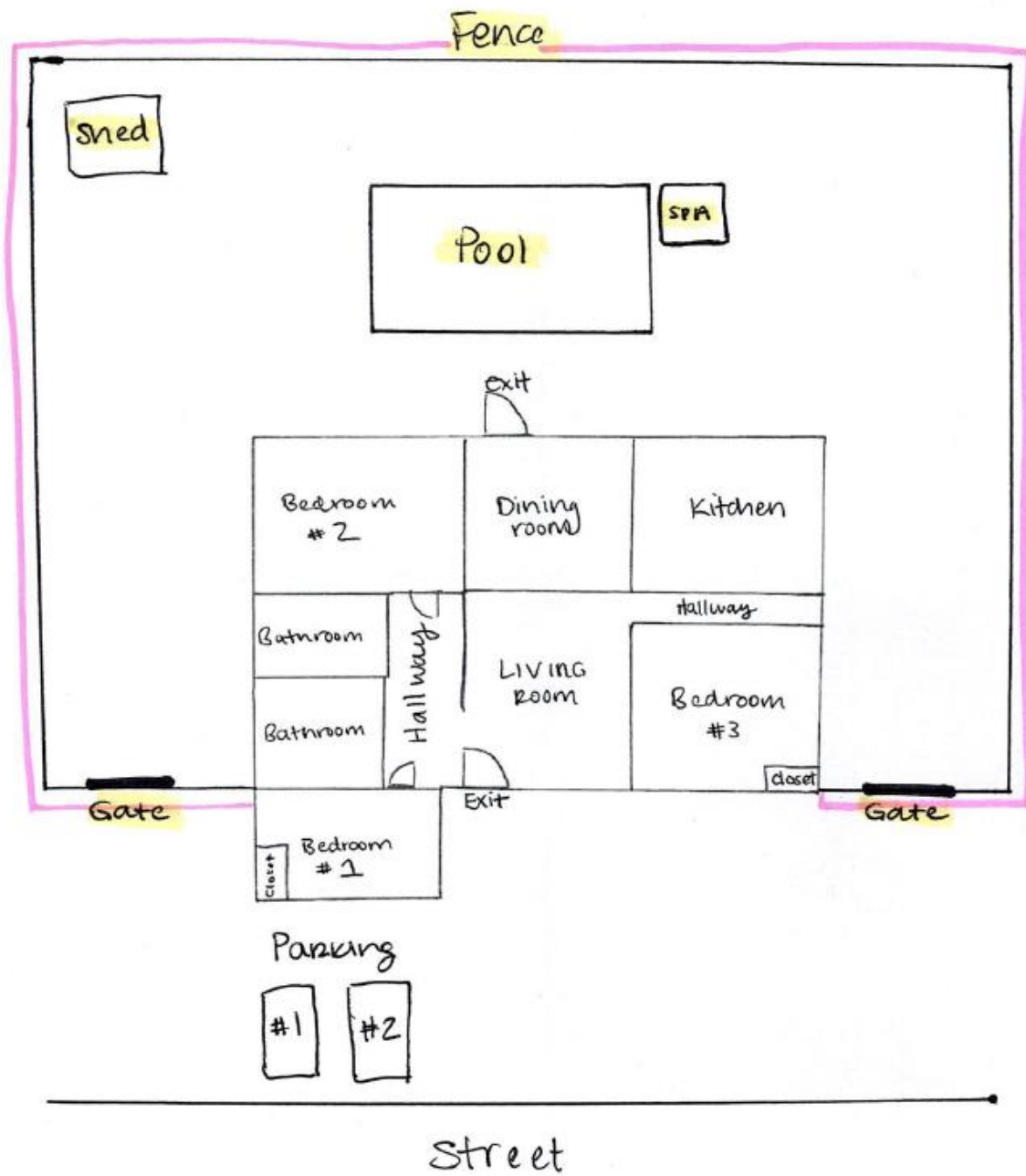
County of: \_\_\_\_\_

The forgoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me  
or ☐ has produced \_\_\_\_\_ as identification.

Witness my hand and official seal:

\_\_\_\_\_  
Signature of Notary Public

## Vacation Rental Exterior Sketch Example



## Vacation Rental Interior Sketch Example

