



VACATION RENTAL CERTIFICATE OF REGISTRATION RENEWAL APPLICATION FORM

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

All vacation rental certificate of registrations are required to be renewed annually, and a new inspection is required upon time of renewal. The renewal application must be submitted to the City between July 1 and October 1 annually. Applications submitted beyond the due date will be subject to a late filing fee. Certificates of registration are non-transferable and non-assignable. If you have any questions as you prepare the renewal application documents, please email vacationrentals@sarasotafl.gov or call 941-263-6623.

(Required) Applicant Name: _____

(Required) Vacation Rental Street Address: _____

(Required) Active Vacation Rental certificate of registration number: _____

To renew a vacation rental certificate of registration online, please visit our website:

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

If you are submitting the renewal application online, you must submit the renewal through the same portal account to which the initial certificate was issued. If you did not apply for the active certificate or you do not have online access to the portal account and active certificate, you must submit the renewal on paper. If you have any questions, please email vacationrentals@sarasotafl.gov or call 941-263-6623.

To apply for a renewed vacation rental certificate of registration on paper, please submit this signed renewal application and all required supporting documents in-person Monday-Friday 8AM-5PM or via US mail to the following address:

City of Sarasota Vacation Rental Compliance, 1575 2nd St, Third Floor, Sarasota, FL 34236

***The following required information must be submitted to accompany this application:
(If you renew the certificate online, this physical application form is not required)***

1. A copy of a current and active City of Sarasota Local Business Tax

Receipt (LBTR) for the vacation rental unit

To obtain a copy of the local business tax receipt, please email
localbusinesstax@sarasotafl.gov or call 941-263-6469 for assistance.

**2. A copy of a current and active vacation rental dwelling license issued by
the Florida Department of Business and Professional Regulation (DBPR)**

To obtain a copy of the DBPR vacation rental dwelling license, please call
850-487-1395 or visit the DBPR website: <https://www2.myfloridalicense.com/>

3. Declaration of Owner Form (Please see attached or click [HERE](#) to download form)

On the following page, you will be required to indicate if each of the listed items submitted with the initial application for the certificate of registration remains current and active. If any of the specified items are no longer current and accurate, the updated information shall be submitted to support the application.

Please check YES or NO beside each item below to indicate if the following information submitted with the original certificate of registration application for your property remains current and accurate. If any of the specified items are no longer current and accurate, the updated information shall be submitted to support the application:

Check 'YES' if the information remains current and accurate. Check 'NO' if the information has changed. <i>You must submit the updated document along with this application if the information has changed.</i>	YES	NO
Initial registration application information (address, parcel ID, owner and DRP contact information)		
Proof of ownership of the vacation rental – Tax bill or warranty deed		
Designated Responsible Party (DRP) form and acknowledgment of DRP responsibilities – Click HERE to download the Change of DRP form; must provide updated form if DRP has changed		
Proof of remission of Tourist Development Tax to Sarasota County – Provide 'Earnings Report' from advertisement site or click HERE for notarized template, or provide other proof of remission		
Proof of remission of Florida Department of Revenue taxes – Provide 'Earnings Report' from advertisement site or click HERE for notarized template, or provide other proof of remission		
The number of bedrooms in the vacation rental – Must provide a new interior and exterior sketch if this number has changed (see below for example sketches)		
The number of full bathrooms in the vacation rental – Must provide a new interior and exterior sketch if this number has changed (see below for example sketches)		
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		
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		
Sample of Standard Rental Lease Agreement - "House Rules" from advertisement site or utilize a pre-existing standard lease agreement		
Authorized Representative Form – IF APPLICABLE (required if initial applicant signed and submitted the application documents on behalf of the property owner) Click HERE to download the 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 a renewed certificate of registration shall result in rejection of the application. If the submission for the renewal 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. An application for a renewed certificate of registration shall be filed no earlier than July 1 and by no later than October 1 each year. A determination of compliance for all applications for renewed certificates of registration shall be made by December 31 each 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 renewal 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 renewed 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 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: _____