

## **Vacation Rental Registration Application CHECKLIST**

A copy of each of the following applicable documents are required for registration:

- Property Owner or responsible party's Warranty Deed
- Authorization letter from Landlord and/or HOA (if applicable)
- Standard rental/lease agreement to be used when contracting with transient occupant (i.e. AIRBNB, VRBO)
- Articles of Incorporation / Partnership / LLC documents (if applicable)
- Fictitious Name Registration / Filed DBA (if applicable)
- Property survey or site plan
- Detailed floor plan
- Broward County Tourist Development Tax Registration
- Florida Department of Business & Professional Regulations License (required for transient public lodging establishment / vacation rental)
- Certificate of Registration with the Florida Department of Revenue (or proof of exemption)
- Payment must be made at time of submittal (application and registration fee = Total of \$250)