



<b>VACATION RENTAL LOCATION/INFORMATION</b>										
Vacation Rental Address										
Legal Description										
Manatee County Property Tax I.D. Number										
Number of Bedrooms		Number of Occupants			Effective Start Date					
<b>VACATION RENTAL APPLICANT INFORMATION - OWNER</b>										
Last Name			First			M.I.	Date			
Street Address					Apartment/Unit #					
City			State			Zip				
Phone			E-mail Address							
<b>DESIGNATED VACATION RENTAL AGENT INFORMATION</b>										
Last Name			First							
Business Address					Unit #					
City			State			Zip				
Home Phone			Business Phone			Cell Phone				
E-mail Address										
<b>THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION</b>										
<input type="checkbox"/>	Completed Vacation Rental Registration Application (Form #1)									
<input type="checkbox"/>	Vacation Rental Designation of Agent (Form #2) (If you use an agent to manage the property)									
<input type="checkbox"/>	Acceptance of Designation as Vacation Rental Agent (Form #3)									
<input type="checkbox"/>	Copy of Vacation Rental's current and active license as a transient public lodging establishment with the Florida Department of Business and Professional Regulations (DBPR) (Attach Copy).									
<input type="checkbox"/>	Copy of the Vacation Rental's current and active certificate of registration with the Florida Department of Revenue for the purpose of collecting and remitting sales surtaxes, transient rental taxes, and any other taxes required by law to be remitted to the Florida Department of Revenue (Attach copy).									
<input type="checkbox"/>	Evidence of the Vacation Rental's current and active account with the Manatee County Tax Collector for the purpose of collecting and remitting tourist development taxes and any other taxes required by law to be remitted in the Manatee County Tax Collector (Attach copy).									
<input type="checkbox"/>	Exterior site sketch. An exterior site sketch of the vacation rental facility shall be provided. The sketch shall show all structures, pools, spas, hot tubs, fencing, and uses, including areas provided for off-street parking. For purposes of the sketch, off-street parking spaces shall be delineated so as to enable a fixed count of the number of spaces provided. At the option of the vacation rental owner, such a sketch may be hand drawn, and need not be professionally prepared.									

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION - CONTINUED**

- Interior building sketch by floor. A building sketch by floor shall be provided showing a floor layout identifying all bedroom, other rooms, exits, hallways, stairways, as applicable. At the option of the vacation rental owner, such sketch may be hand drawn, and need not be professionally prepared.
- Property Appraiser's Sheet (City Use)
- Copy of Payment Receipt (City Use)

\*Under the City of Anna Maria Code of Ordinances, Sec. 108-3 of the Vacation Rental Ordinance (VRO), a "Vacation Rental Owner" is the fee simple owner of the Vacation Rental, whether an individual, partnership, corporation, limited liability company, trust, or other entity. In the event the Vacation Rental Owner is not an individual, each and every person who owns 20% or more of the equitable interest in the Vacation Rental shall also be deemed a Vacation Rental Owner. There are exceptions in the VRO that provide special privileges when the Vacation Rental is occupied by a Vacation Rental Owner. If you wish to take advantage of those privileges, the Vacation Rental Owners, and their contact information, must be listed on this form, or if additional space is needed, attached to this form.

<sup>2</sup>Pursuant to the City of Anna Maria Code of Ordinances, Sec. 108-3, the duties and function of a Vacation Rental Owner may, at the option of the Vacation Rental Owner, be performed by an agent of the Vacation Rental Owner, so long as the Vacation Rental Owner notifies the City in writing, on a form provided by the City, of the identity and contact information of such agent, and the specific duties that the agent will be performing for the Vacation Rental Owner. The Vacation Rental Owner may change the designation of agent at any time through the filing of a new form and the payment of an administrative fee in the amount as set by resolution by the City Commission. The Vacation Rental Owner shall be held responsible for all actions of such designated agent with respect to the applicable Vacation Rental.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature

Date

**\*\*\*OFFICE USE ONLY\*\*\***

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|--|---|--|---|
| <input type="checkbox"/> Fee Paid                                    | <input type="checkbox"/> Occupancy Verified               | <input type="checkbox"/> Bert Harris Verified                  | <input type="checkbox"/> Inspection Report Verified |
| <input type="checkbox"/> Grandfathered                               | <input type="checkbox"/> Inspection Report Complete       | <input type="checkbox"/> Entered in CS                         | <input type="checkbox"/> Entered in QB              |
| <input type="checkbox"/> VR Application (Form 1)                     | <input type="checkbox"/> VR Designation of Agent (Form 2) | <input type="checkbox"/> Acceptance of Designation as VR Agent | <input type="checkbox"/> DBPR Current License       |
| <input type="checkbox"/> Active Certificate of Registration – FL DOR | <input type="checkbox"/> Exterior Sketch                  | <input type="checkbox"/> Interior Sketch                       | <input type="checkbox"/> Property Appraiser's Sheet |
| <input type="checkbox"/> VR Approved                                 | Employee Name   |  | Date  |