



<b>VACATION RENTAL LOCATION</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>									
<i>*NOTE: (If changes, Form #2 and #3 must be completed and accompanied with this form)</i>									
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) <b>(If changes)</b>								
<input type="checkbox"/>	Acceptance of Designation as Vacation Rental Agent (Form #3) <b>(If changes were made to agent)</b>								
<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"/>	Property Appraiser's Sheet								
<input type="checkbox"/>	Copy of Payment Receipt								

\*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***	
<input type="checkbox"/> Fee Paid	<input type="checkbox"/> Occupancy Verified
<input type="checkbox"/> Grandfathered	<input type="checkbox"/> Inspection Report Complete
<input type="checkbox"/> VR Application (Form 1)	<input type="checkbox"/> VR Designation of Agent (Form 2)
<input type="checkbox"/> Active Certificate of Registration – FL DOR	<input type="checkbox"/> Exterior Sketch
<input type="checkbox"/> VR Approved	Employee Name
	Date