



City of Indian Harbour Beach

VACATION RENTAL REGISTRATION CHECKLIST

The following documents are to be emailed to vacationrental@indianharbour.org

or delivered to City Hall all at once.

Missing items will result in a rejected application.

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- 1. Vacation Rental Registration Application and Affidavit of Compliance. Completed and notarized (Owner/Agent and Responsible Party).
 - 2. Vacation Rental Registration Agent Authorization if the application is being submitted on behalf of the owner by their authorized representative. Completed and notarized.
 - 3. Grandfathering Application, if applicable.
 - 4. Proof of property ownership (BCPA or Sunbiz).
 - 5. Local Information Notification as required in Section 10-145 of Resolution 697, which may include the City *Lease Addendum* that provides a portion of the required information.
 - 6. An exterior sketch of the Vacation Rental facility.
 - 7. A building sketch by floor.
 - 8. A sketch to indicate the # of parking spaces. "No on-street parking" should be printed on the sketch.
 - 9. Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.
 - 10. Proof of registration with the Florida Department of Revenue for sales tax collection.
 - 11. Proof of registration, including number, with Brevard County Tourist Development Tax.
 - 12. Payment for applicable fees.