



## **City of Indian Harbour Beach VACATION RENTAL REGISTRATION CHECKLIST**

- \_\_\_ Vacation Rental Registration Application and Affidavit of Compliance
- \_\_\_ Proof of Ownership (Sunbiz or Brevard County Property Appraiser)
- \_\_\_ Illustrated Parking Plan
- \_\_\_ Rental Rules Provided to Guest including local information, which may include the City Lease Addendum that provides a portion of the information.
- \_\_\_ State Sales Tax License from the Florida Department of Revenue
- \_\_\_ Agent Authorization Form (if applicable)
- \_\_\_ Copy of Owner/Responsible Party Drivers License or Passport
- \_\_\_ Licensure with Department of Business & Professional Regulation
- \_\_\_ Brevard County for Tourist Development Tax License
- \_\_\_ Local Telephone Service Upload (all properties must have a landline)
- \_\_\_ Landline number registered with Brevard County Emergency Management (Alert Brevard) for alerts as well as proof of City of Melbourne Utilities
- \_\_\_ Exterior Sketch of property
- \_\_\_ Interior building sketch by floor with evacuation routes from each room
- \_\_\_ Vacation Rental Fee