



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