

Vacation Rental License

Documentation: *(documentation must have the property address listed)*

- A copy of the Vacation Rental's current and active license as a Transient Public Lodging Establishment with the Florida Department of Business and Professional Regulation.

License Number: _____ Expiration Date: _____ ***

Contact: State of Florida, Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783
(850) 487-1395
Email: www.MyFloridaLicense.com/contactus
Internet: www.MyFloridaLicense.com

***The DBPR license typically expires in December. A copy of the renewal must be submitted to the City upon receipt.

- A copy of the Vacation Rental's current and active certificate of registration with the Florida Department of Revenue (DOR). *Certificate must be in the property owner's name and list the property address. If the property is managed by someone other than the owner, a certificate for the property manager must be submitted. If property is advertised only on Airbnb, then a DOR certificate is not necessary.*

Contact: Florida Department of Revenue, Coral Springs Service Center
3301 N. University Drive, Suite 200
Coral Springs, FL 330645-4149
Office: (954) 346-3000
Internet: <http://dor.myflorida.com>

- Evidence of the Vacation Rental's current and active account with the Broward County Tax Collector, Tourist Development Tax (TDT). *If property is advertised only on Airbnb, then a DOR certificate is not necessary.*

Contact: Tourist Development Tax Section
Broward County Tax Collector
115 S. Andrews Avenue, Rm A-110
Fort Lauderdale, FL 33301
Office: (954) 357-8455, Email: touristax@broward.org

- A copy of the current Broward County Local Business Tax Receipt

Contact: Broward County Tax Collector
Records, Taxes and Treasury Division
Broward County Governmental Center, Room A-100
115 S. Andrews Ave.
Fort Lauderdale, FL 33301
Office: (954) 357-6200, Email: businesstax@broward.org

- A copy of the current City of Hollywood Local Business Tax Receipt.

Contact: Jacob Manimala
Treasury Division, City of Hollywood
Office: (954) 921-3246, Email: jmanimala@hollywoodfl.org

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- Interior building sketch by floor. A building sketch (may be hand drawn) by floor shall show floor layout and demonstrate compliance with the standards and requirements set forth in this chapter. The sketch provided shall be drawn to scale, and shall show and identify all bedrooms, bathrooms, other rooms, exits, hallways, stairways, smoke and carbon monoxide detectors, fire extinguishers and exit signage/lighting.
- A sketch showing and identifying all structures, pools, spas, hot tubs, fencing and other uses as well as the number and the location of all on-site parking spaces for the Vacation Rental.

If valet services are desired in conjunction with a vacation rental, the valet operator must obtain a Valet Ramp Permit from the City of Hollywood Parking Office, 954-921-3535. See code section: 72.158 (G)(1) for detail. Valet operators may not park vehicles on street.

- Acknowledgement that each guest room shall be equipped with an approved listed single-station smoke detector meeting the minimum requirements of the National Fire Prevention Association.
- Is the property within 1,000 feet of any school, designated public school bus stop, day care center, park, playground, or other private or public recreational facility where children regularly congregate? *Contact the Hollywood Police Department to verify.*
___ yes no

- If Applicant is not property owner, submit a notarized letter from property owner designating the Vacation Rental Representative/Property Manager.

- Listings where property is advertised, must include listing number for each website. *The State DBPR license number and City Vacation Rental License number must be listed on any and all advertising.*
