Vacation Rental – Requirement Documentation

Not Owner Occupied – Whole House

➢ 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 (DBPR)

**Contact:** Florida Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399
Phone: (850) 487-1395
Email: www.MyFloridaLicense.com/contactus
Website: 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 current Broward County Local Business Tax Receipt

**Contact:** Broward County Tax-Records, Taxes, and Treasury Division
Broward County Governmental Center, Room A-100
115 S Andrew Av.
Fort Lauderdale, FL 33301
Phone: (954) 357-6200
Email: businessstax@broward.org

➢ A copy of the current City of Hollywood Local Business Tax Receipt

**Contact:** Treasury Division, City of Hollywood
2600 Hollywood Blvd. Room 101
Phone: (954) 921-3246
Email: businessstax@hollywoodfl.org
Website: www.hollywoodfl.org

➢ A Copy of the Vacation Rental’s current and active certificate of registration with the Florida Department of Revenue (DOR). The 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 of property management must be submitted.

**If the property is advertised only on AIRBNB/VRBO then a DOR certificate is not necessary.**

**Contact:** Florida Department of Revenue, Coral Spring Service Center
3301 N University Drive, Suite 200
Coral Springs, FL 33065-4149
Phone: (954) 346-3000
Website: 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 the property is advertised only on AIRBNB/VRBO then a TDT is not necessary.**

**Contact:** Tourist Development Tax – Broward County Tax Collector
115 S Andrew Ave.
Fort Lauderdale, FL 33301
Phone: (954) 357-8455
Email: touristax@broward.org
Owner Occupied – Room Rental only

➢ A copy of the current City of Hollywood Local Business Tax Receipt

  Contact: Treasury Division, City of Hollywood
  2600 Hollywood Blvd. Room 103
  Phone: (954) 921-3246
  Email: businesstax@hollywoodfl.org
  Website: www.hollywoodfl.org

➢ A Copy of the Vacation Rental’s current and active certificate of registration with the Florida Department of Revenue (DOR)**. The 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 of property management must be submitted.

  **If the property is advertised only on AIRBNB/VRBO then a DOR certificate is not necessary**

  Contact: Florida Department of Revenue, Coral Spring Service Center
  3301 N University Drive, Suite 200
  Coral Springs, FL 330645
  Phone: (954) 346-3000
  Website: 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 the property is advertised only on AIRBNB/VRBO then a TDT is not necessary**

  Contact: Tourist Development Tax – Broward County Tax Collector
  115 S Andrew Ave.
  Fort Lauderdale, FL 33301
  Phone: (954) 357-8455
  Email: touristax@broward.org

FOR ALL PROPERTIES

➢ Interior Sketch: A building sketch (may be hand drawn) by floor shall show the floor layout and comply with the standards and requirements in this chapter. The sketch provided shall be drawn to scale and shall show and identify all bedrooms, bathrooms, other rooms, exits, hallways, stairways, noise device, smoke and carbon monoxide detectors, fire extinguishers, and exit signage/lighting.

➢ Exterior Sketch: Showing and identifying noise device, 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. (See Sample on Page 5)
  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.

➢ Designated Manager Letter: If the applicant is not Property Owner, submit a letter from the Property Owner designating the Vacation Rental Representative/Property Manager (name, Business name, address, e-mail, and phone number) the Representative must be local and 24-hour contact is required to be available by phone 24/7 and able to appear at the property within 1 hour of being contacted.

➢ Owner Certification Notarized (City of Hollywood Form attached)
➢ **Certificate of Liability Insurance**: Evidencing insurance coverage to cover liability for injury or harm to occupants and other invitees, and acknowledgment that (i) such liability coverage will be always in effect while the property is being used as a Vacation Rental.

➢ **Is the property within 1,000 feet of any school**, designated public school bus stop, daycare center, park, playground, or another private or public recreational facility where children regularly congregate? Contact the Hollywood Police Department at (954) 967-4636 to verify.

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

Certification:

I certify that all provisions and regulations set forth in the Hollywood Code of Ordinances, Chapter 119 Vacation Rentals shall be met.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

This application shall bear the signature of all owner(s) and all authorized responsible party(ies) of the owner(s). If necessary, please attach additional sheets with notarized signatures of all other authorized property owners and/or vacation rental responsible party(ies):

Property Owner Signature: ___________________________ Date: ________________

Printed Name of Owner: ___________________________________________

Property Address: __________________________________________________

NOTARY STATE OF ____________________________
COUNTY OF ____________________________

The foregoing instrument was acknowledged before me on this _____day of __________, 20__ by ____________________________ who is personally known or who produced ____________________________ for identification.

Signature of Notary Public—State of ____________________________
My Commission Expires: ____________________________

119.58(D)(1) The City Manager may refuse to issue or renew a license or may revoke a vacation rental license issued under this chapter, if the property owner has willfully withheld or falsified any information required for a vacation rental license.
- Location of fire extinguisher
- Off street parking
- Exit signs
- Smoke detectors

Lawn parking prohibited