



*Life's Just Better Here*

## **Vacation Rental Application Process**

### **New Application Submittal**

1. Apply online for a Vacation Rental license
2. Upload the completed, signed and notarized Vacation Rental Application
3. Verify the Responsible Party is a natural person who resides within Broward County
4. Upload proof of registration with Florida Department of Business and Professional Regulation (DBPR) for a transient public lodging establishment
5. Upload proof of registration with Broward County - Business Tax Receipt
6. Upload the Broward County Property Appraiser's (BCPA) Property Information Sheet and / or proof of owner's current ownership of the property
7. Vacation Rental Registration Fee  
**NEW** Vacation Rental Registration Fee is \$500.00  
**Fee must be paid at time of submittal**
8. Apply online for a Business Tax Receipt license
9. Upload the completed and signed City of Wilton Manors - Business Tax Receipt Application
10. City of Wilton Manors – Business Tax Receipt Fee  
If submitted between October 1 to March 31 the fee is \$87.50  
If submitting between April 1 to September 30 the fee is \$43.75  
**Fee must be paid at time of submittal**

(Resources / Agency contact information can be found on page 8 of the Vacation Rental Registration Application)

**ALL registrations shall expire on September 30<sup>th</sup> of each year**

### **Renewal Requirement**

1. Payment of the Vacation Rental Registration Renewal of \$300.00
2. Payment of the City of Wilton Manors, Business Tax Receipt license \$87.50

**ALL registrations shall expire on September 30<sup>th</sup> of each year**