



Life's Just Better Here

Vacation Rental Application Process

New Application Submittal

1. Provide **original** completed, signed and notarized Vacation Rental Application
2. Verify the Responsible Party is a natural person who resides within Broward County
3. Proof of registration with Florida Department of Business and Professional Regulation (DBPR) for a transient public lodging establishment
4. Proof of registration with Broward County - Business Tax Receipt
5. Print Broward County Property Appraiser's (BCPA) Property Information Sheet and / or proof of owner's current ownership of the property
6. Completed and signed original City of Wilton Manors - Business Tax Receipt Application and 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
7. Vacation Rental Registration Fee
NEW Vacation Rental Registration Fee is \$500.00
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 30th of each year

Renewal Application Submittal

1. Provide **original** completed, signed and notarized Vacation Rental Application
2. Verify the Responsible Party is a natural person who resides within Broward County
3. Vacation Rental Registration Fee
RENEWAL Vacation Rental Registration Fee is \$300.00
Fee must be paid at time of submittal
4. Verification of paid City of Wilton Manors, Local Business Tax license

ALL registrations shall expire on September 30th of each year

All original applications must be submitted to the Community Development Services Development.