Vacation Rental Document Checklist

- Obtain Parcel identification (folio) number from Broward County Property Appraiser. (Visit www.bcpa.net)

- Obtain copy of current and active license as a Transient Public Lodging Establishment from the Florida Department of Business and Professional Regulation (DBPR). (Visit http://www.myfloridalicense.com/dbpr/hotels-restaurants/#1489433992517-3bf127b7-72ce)

- Obtain copy of current and active Certificate of Registration with the Florida Department of Revenue (DOR) for purpose of collecting and remitting sales surtax, transient rental taxes and any other taxes required by law to be remitted to DOR. If you have an agreement with a third-party provider (such as Airbnb, VRBO, Home Away, etc.) to collect and remit state taxes on your behalf, please complete the City’s Affidavit of Sales and Tourist Tax Registration Exemption in lieu of registry with DOR. (Visit http://floridarevenue.com/taxes/eservices/Pages/registration.aspx)

- Evidence of Vacation Rental’s current and active account with Broward County Tax Collector for the purposes of collecting and remitting tourist development taxes and any other taxes required by law to be remitted to the Broward County Tax Collector. Certain websites collect and remit County taxes on your behalf. If you have an agreement with a third-party provider (such as Airbnb, VRBO, Home Away, etc.) to collect and remit County taxes on your behalf, please complete the City’s Affidavit of Sales and Tourist Tax Registration Exemption in lieu of registry Broward County Tax Collector. (Visit http://www.broward.org/RecordsTaxesTreasury/TaxesFees/Pages/TouristDevelopmentTaxes.aspx)

- Copy of current Business Tax Receipt from Broward County. (Visit https://broward.county-taxes.com/btexpress)

- Copy of current Business Tax Receipt (BTR) from City of Plantation. (Visit http://www.plantation.org/City-Clerk/local-business-tax-certificate.html)

- Completion of property inspection indicating vacation rental has satisfied the inspection requirements of the short-term rental ordinance. See Vacation Rental Guide to Property Inspection and Vacation Rental Property Inspection Checklist. Property inspection must be completed as part of the City Business Tax receipt process.

Please note: effective August 24, 2020, due to the Covid-19 Pandemic, Short-Term Rental Inspections have been suspended until further notice. Applicants may complete the registration process without obtaining an inspection.
- Calculation of maximum number of occupants pursuant to Section 14-246 of the Short-Term Rental Ordinance.

- The maximum number of occupants authorized to stay overnight at any vacation rental shall be limited to two (2) persons per bedroom; or a total of eight (8) occupants per vacation rental, however, in the event there is more than one building or dwelling on one (1) platted lot, the maximum occupancy shall be capped at eight (8) occupants per lot or structure, whichever is less.

- The maximum number of persons allowed to gather at or occupy a vacation rental shall not exceed three (3) times the maximum occupants authorized to stay overnight at that site, as shown on the registration for the vacation rental. Up to four (4) persons under thirteen (13) years of age are exempt from and shall not count toward the occupancy limits set in number one (1) above.

- Copy of written notice sent to home owner association or condominium/ cooperative association or board, if any, stating that property or unit will be used as a short-term rental. Notice shall be sent via certified mail. Include copy of signed green return receipt indicating receipt by addressee of such notice.

- Copy of most recent interior floor plan on record with the City identifying all hallways, stairways, bedrooms, exits and location of fire extinguishers. In the event most recent plan is not maintained by the City, a hand drawn sketch is acceptable.

- Copy of exterior site sketch identifying structures and other uses, pools, spas, hot tubs, fencing and off-street parking spaces. Exterior sketch may be hand drawn. Please note, on-street parking is not permitted.

- Copy of vacation rental lease agreement used when contracting with occupants.

- Completion of affidavit demonstrating knowledge of the responsibility to maintain initial and on-going compliance with the City’s short-term rental ordinance, plus any other applicable state, federal or local laws.