



DONALD C. SPENCER
CLERK OF THE CIRCUIT COURT &
COMPTROLLER
SANTA ROSA COUNTY, FLORIDA

**Santa Rosa County Application for
Registration of Living
or Sleeping Accommodations**

Transient rental accommodations include each living quarter or sleeping or housekeeping accommodation provided to the public for periods of six months or less for consideration. See Rule 12A-1.061, Florida Administrative Code (F.A.C.).

Purpose of Application: This application allows an agent, representative, or management company to register transient rental accommodations located in Santa Rosa County on behalf of each owner to collect, report, and remit tourist development taxes (TDT) on the rental, lease, letting, or granting of a license to use the transient rental accommodations. The agent, representative, or management company will collect, report, and remit TDT to Santa Rosa County on behalf of each owner.

Written Agreement Required: The agent must maintain a written agreement with the property owner to register on the owner's behalf that includes the following provisions pursuant to 12A-1.060, Florida Administrative Code acknowledged by the property owner. A suggested format of the written agreement is provided on the next page.

1. The property owner is ultimately liable for any TDT due; and
2. In the event Santa Rosa County is unable to collect the taxes, penalties, and interest due from the rental of the owner's property, a warrant for such uncollected amount will be issued and will become a lien against the owner's property until satisfied.

Property Owner Information: Complete the "Individual Property Location Information" section for each property owner or attach a schedule to the application containing the required property owner information. Be sure to include the property owner's Santa Rosa County's Excise account number when the property has been previously registered.

Property Owner's Federal Identification Number: A Federal Employer Identification Number (FEIN), Social Security Number (SSN), or Individual Taxpayer Identification Number (ITIN) is required for each property owner. SSNs are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit the Department's website at floridarevenue.com/privacy for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

Suggested format for rental property written agreement:

I, _____ hereby authorize _____
(Name of Property Owner) (Name of Agent, Representative, or Management Company)
to act as my agent to rent, lease, let, or grant a license to others to use my described property (properties) located at

Santa Rosa County Parcel ID# _____, and to register to charge, collect, and remit tourist development tax levied under Chapter 212, Florida Statutes (F.S.), to the Santa Rosa County. I acknowledge that, by renting, leasing, letting, or offering a license to others to use any transient accommodations, as defined in Rule 12A-1.061, Florida Administrative Code (F.A.C.), I am exercising a taxable privilege under Chapter 212, F.S., and as such acknowledge that I am ultimately liable for any tax due Santa Rosa County on such rentals, leases, lets, or licenses to use. I fully understand that should the Santa Rosa County be unable to collect any taxes, penalties, and interest due from the rental, lease, let, or license to use my property, a warrant for such uncollected amount will be issued and becomes a lien against my property until satisfied.

Signature of Property Owner/Lessor

Signature of Agent, Representative, or Management Company



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Agent, Representative, or Management Company Tax Registration Information

Legal Name of Agent, Representative, or Management Company		Federal EIN	Excise Account Number
Mailing Address		Physical Address	
Name of Primary Contact Person		Agent, Representative, or Management Company Website:	Date
Contact Person's Telephone Number:	NOTE: (1) Any person who is required to collect, truthfully account for, and pay any tax that willfully fails to do so shall be liable for penalties under the provisions of FL Statute (FS) 213.29. (2) All information provided by the applicant is confidential per FS 213.03 and is not subject to FL Public Records Law, FS 119.07. (3) By providing an email address you consent to electronic communication, reporting and filing.		
Email Address:			

Under the penalties of perjury, I declare that I have read the information provided in this application and the facts stated in it are true.

_____ Signature of Agent, Representative, or Management Company	<input style="width: 100%; height: 20px;" type="text"/> Date
<input style="width: 100%; height: 20px;" type="text"/> Print or Type the Name Signed Above	<input style="width: 100%; height: 20px;" type="text"/> Title

Email this form along with the owner's authorization to TouristDevelopmentTax@SantaRosaClerks.com

Individual Property Location Information

Name of Property Owner		Property Owner's SSN, FEIN or ITIN	Beginning Date of Management Agreement
Type of Ownership <input type="radio"/> Sole Proprietor <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> Limited Liability Company <input type="radio"/> Business Trust <input type="radio"/> Non-Business Trust <input type="radio"/> Estate			
Street Address of Property		City, State Zip Code	Parcel ID
Property Owner's Mailing Address		City, State Zip Code	Owner's Telephone Number
Owners Email Address		Date Management Company First Rented this Property	SRC Excise Account Number

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Property Owner's Mailing Address		City, State Zip Code,	Owner's Telephone Number
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Legal Name of Agent, Representative, or Management Company	Agent's Federal FEIN	Excise Account Number
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