HOW TO APPLY FOR A VACATION RENTAL LICENSE

- **All Vacation Rental License applications are completed online via the portal. Included is a step-by-step list regarding what you will need to obtain to acquire the license. Once you have all your documentation, you will create an account and upload everything to the online portal, we DO NOT accept paper applications.**

- First, apply for the **State Sales Tax Certificate**, you will need it to obtain the DBPR license. https://taxapps.floridarevenue.com/taxregistration
- Once you have your State Sales Tax number, apply here for the **DBPR License**:

If it is a house:
https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=200&professionid=2007

If it is a condo/apartment:
https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1030&clientCode=2006&XACT_DEFN_ID=7717

- Once you have the two above, apply for a **Monroe County Business Tax Receipt** here (this is a printable form you fill out and email to the two email addresses on the form):
  https://monroetaxcollector.com/services/business-tax-receipts/

- You will also need to supply your **Tourist Development Tax account number**. You can visit this link to apply.
  https://monroetaxcollector.com/services/tdt/

***** If you have any issues or questions regarding the process for applying for the documents above, *please contact the number on each website*. This is at the State/County level. This is a process *outside* of the vacation rental scope. We can only lead you in the direction of where to apply but *we do not handle the specifics of each***

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***application process*. Again, we only handle the vacation rental application itself, not applying for the required documents. ***

- Once you have all these items, **apply for your license on the online portal, link provided here:** https://marathonfl.viewpointcloud.com/categories/1076/record-types/6432

  If you do not already have an account, please create one.
  Follow each step and input all required information.
  The last step will be to upload all required documents i.e.: DBPR license, State Sales Tax Certificate, Business Tax Receipt, and other prompted forms.

- Once the record is created, you will be prompted to pay. You may pay by check **(written out to the City of Marathon)** and mail to Station 14 in Marathon **(8900 Overseas Hwy)** or drop a check off in our mailbox out front. You also have the option to pay by E-check online by entering your bank account info for a small fee. Credit cards are also acceptable but tack on a larger fee for processing. Once the record is officially submitted, you will be issued a VACA number which will pertain to your specific rental.
- Once the application is submitted in full, and fees are paid, your submission will flag our staff to review your application. We will reach out on the online portal messaging system to notify you if anything is incorrect or additional information is needed.
- *A Fire Inspection will not be scheduled until all documents are submitted correctly and fees are paid*. The inspectors will reach out ON THE PORTAL to schedule the fire inspection. We do not schedule over the phone so that dates, times, and access instructions do not get misconstrued. Please be conscious of reviewing your messages. *You must reply on the portal for your messages to be received. You may receive an email notice that a message is waiting for you, but this CANNOT be replied to as it is automated email from a NO REPLY email address. Please go to the website, and login to the portal to reply.*
- **Due to the high volume of applications, you can expect a waiting period of 1-2 weeks before the inspection can be conducted.**

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- Once the Fire Inspection is completed, the portal will automatically send out the inspection report to the email address associated with the account. You can view the report by clicking on the date.
- If any other pertinent information is necessary, contact will be made in the portal.
- If your Fire Inspection fails, you **CANNOT** rent or advertise your home until the failed items are corrected. Please login to the portal to review your inspection report in detail. Photos will be supplied for failed items.
- If there are minor issues, we may request you upload photos or videos rather than schedule a re-inspection. If we ask you to supply photos or videos, you will upload these to the **ATTACHMENTS** section on the record. (Where you added your documents, DBPR, BTR, etc.)
- **Please send a message in the portal any time attachments have been added to your record for review.**
- At times, a re-inspection fee is necessary. Please pay the fee online, then send a message in the portal to re-schedule when the corrections have been completed.

ADDITIONAL REQUIREMENTS:

- If you are overseeing your own property, essentially being the "owner/agent" to your own home, OR you are the 24-hour contact to a property, you will also need to complete the Vacation Rental training.

  The TRAINING LICENSE is a separate requirement from the Vacation Rental property license. Once the training is completed you will be issued a VRA number.

HOW TO APPLY FOR AN OWNER/AGENT/LOCAL CONTACT LICENSE

Follow these directions to become an agent or owner/agent/local contact:

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- Visit this PowerPoint as it is the Vacation Rental Training – **elements of the fire inspection are listed within the training:** https://www.ci.marathon.fl.us/codecompliance/page/vacation-rental-training-course
- This is the form that needs to be filled out, notarized, and uploaded in the portal to complete the training when you get to that step.

  https://www.ci.marathon.fl.us/firerescue/page/vacation-rental-training-certification-form-%E2%80%93-owners-agents-local-contacts

*****THIS IS NOT THE SAME FORM FROM THE VR LICENSE APP – THERE ARE 2 SEPARTE FORMS THAT REQUIRE NOTARIZATON. *****

- Please click this link to register with the City & upload your notarized form: https://marathonfl.viewpointcloud.com/categories/1076/record-types/6439

****This platform looks like the VR property license application, but it is not, please just follow through with the process. The application should say *TRAINING APPLICATION*.**

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