HOW TO COMPLETE AN AGENT TRANSFER

- If you are already an existing agent with the City of Marathon and are taking over management of a property - **please skip to part 2.**

- If you are an owner who is now going to manage their own rental there are 2 tasks you will need to complete. First, you will need to register as the Owner and review our Vacation Rental training with the City of Marathon, second, you will need to complete a transfer of agent submission on the online portal.

1. To review the VR Training and register as the owner please follow these directions:

- Visit this PowerPoint as it is the Vacation Rental Training (for all Owners, Agents, and Local Contacts): https://www.ci.marathon.fl.us/codecompliance/page/vacation-rental-training-course

- This is the form that needs to be filled out, notarized, and then uploaded in the portal to complete the training:

  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 PROPERTY LICENSE APP – THERE ARE 2 SEPARATE FORMS THAT REQUIRE NOTARIZATION. *****

- Please follow this link to create an account or login: https://marathonfl.viewpointcloud.com/sign-up

- Finally, follow this link to upload your notarized form and complete the registration: 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.***

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2. Once you are a registered agent with the City, you will need to complete the agent transfer via the online portal:

To apply for an Agent Transfer via this link:
https://marathonfl.viewpointcloud.com/categories/1076/record-types/6432
It may look the same as the Agent Training, but it is not.

- Please keep in mind that you are going to need to upload a copy of the DBPR License, FL State Sales Tax Certificate, and a Monroe County Business Tax receipt in the owner's name, and a Tourist Tax Account Number when you apply for the Transfer.

- There will be a $75.00 fee that you can pay online, or you can mail in a check to us to process. Please make checks payable to City of Marathon, noting an agent transfer *with the rental property address in the memo*. *You will pay for this once you upload everything.*

- If you do not have the required documents for the transfer, you can use the websites below to obtain them. Unfortunately, we cannot assist you in obtaining the State/County documents, but these links will be helpful if you do not have these items. Please contact the phone number on each website if you have any questions or issues.

    - 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 you 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 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://www.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 or access your account to obtain the number. You can also call the Tax Collector's office if you need assistance.
      This number begins with "5-0":
      Tourist Development Tax – Monroe County Tax Collector

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