



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

VACATION RENTAL REGISTRATION CHECKLIST

Things you will need to register as a vacation rental

- _____ Town of Melbourne Beach Vacation Rental Registration Application and Affidavit of Compliance. Completed and notarized. (Owner or Agent or Responsible Party).
- _____ Payment of \$500 Vacation Rental Application and \$150 Inspection Fee (No further processing actions will take place until fees are paid)
- _____ Town of Melbourne Beach Vacation Rental Registration Agent Authorization (If applicable)
- _____ Proof of property ownership (Brevard County Property Appraiser or Sunbiz).
- _____ Exterior sketch of the Vacation Rental (**Drawn to scale, with dimensions and scale size noted:** which includes all structures, pools, spas, hot tubs, fencing, off-street parking spaces, propane tanks, fire pits, etc.
- _____ Interior sketch of the Vacation Rental (**Drawn to scale, with dimensions and scale size noted:** which includes a floor plan, bedrooms/sleeping rooms (numbered), windows, doors, exits, smoke detectors, carbon monoxide detectors, and fire extinguishers)
- _____ Proof of current licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.
- _____ Proof of registration with the Florida Department of Revenue for sales tax collection. If no such certificate or account, provide name of entity through which taxes will be remitted: AirBnB, VRBO, etc.
- _____ Proof of registration, including number, with Brevard County Tourist Development Tax. If no such certificate or account, provide name of entity through which taxes will be remitted: AirBnB, VRBO, etc.