

# CONDOMINIUM & APARTMENT SHORT-TERM VACATION RENTAL LICENSING PROCESS

## RENEWAL PROCESS FREQUENTLY ASKED QUESTIONS

### **What documents do I need for the license renewal?**

1. Current and active DBPR Transient Public Lodging Establishment License
2. Current and active Certificate of Registration with Florida Department of Revenue
3. Current and active Liability Insurance
4. Advertisements of the vacation rental property must display the City of Sunny Isles Beach approved vacation rental license number

Any changes to responsible party or the property owner will require a new license. Incomplete applications will be denied. Owners or responsible parties will receive an email of missing documentation.

### **What are the fees for the Short-Term Vacation Rental License renewal?**

Fees are paid by credit card online:

- Local Business Tax Receipt: \$100
- Short-Term Vacation Rental License \$300

Renewal fees are paid after the application is reviewed and approved.

\*The fees charged by the Planning and Zoning Department for Short-Term Vacation Rental Licenses, pursuant to Resolution 2019-2957, are non-refundable.

### **When can I submit a Short-Term Vacation Rental renewal application?**

Online renewal applications will be accepted starting Monday, September 2, 2019. All applications must be submitted prior to September 30, 2019.

### **Where can I submit a Short-Term Vacation Rental renewal application?**

Applications can be submitted online through your [portal account](#).

### **Are there any late fees in the renewal process?**

Yes, a late fee of \$50 will be added to all applications submitted on or after October 1.