



SHORT-TERM VACATION RENTAL REGISTRATION APPLICATION

Ordinance 2021-45

This ordinance pertains to property owners of short-term rentals in unincorporated Collier County. It does not pertain to properties located in the City of Naples, City of Marco Island, or Everglades City.

A Property Owner who is exempt from acquiring a State Lodging License from the [Florida Department of Business and Professional Regulation](#), as defined by [F.S. Ch. 509.013](#) and [F.S. Ch. 509.242](#), will be exempt from [Ordinance 2021-45](#) requiring Short Term Vacation Rental Registration with Collier County. Per the Collier County Land Development Code (LDC) [LDC section 5.03.03](#), guest houses may not be leased or rented. Please refer to [F.S. Ch. 125.0104](#) for Tourist Development Tax regulations. Property owners must register a portal account on the [GMD Public Portal](#).

PURPOSE OF APPLICATION*

New Registration

Change to existing registration

Discontinue

SHORT-TERM VACATION RENTAL PROPERTY ADDRESS

Address*

City*

State*

Zip*

For a change to existing registration or to discontinue using the property as a short-term rental, provide the existing Certificate #:

PROPERTY OWNER INFORMATION & AFFIRMATION

The owner information provided here must match the current information in the Collier County Property Appraiser's records. Ownership may be listed as an individual, trust, business, or other entity.

Owner Name*

Address

City

State

Zip

Primary Phone*

Email Address*

Affirmation: I am the property owner or authorized signatory for this rental property, have read this application and hereby affirm that the statements contained herein are true and correct to the best of my knowledge

FOR NEW REGISTRATIONS OR TO CHANGE AN EXISTING REGISTRATION:

Initial each of the applicable statements below.

Provide registered Full Name of Property Owners Portal Account*

The property is being used as a short-term vacation rental

The property is properly registered with the Collier County Tax Collector with a valid Tourist Development Tax Account Number.

If the Designated Responsible Party or Property Owner changes, the Property Owner will notify Collier County within 10 business days.

If the property is no longer to be used as a short-term vacation rental, the Property Owner will contact Collier County within 10 business days.

TO DISCONTINUE USING PROPERTY AS A SHORT-TERM VACATION RENTAL:

This property will no longer be used as a short-term rental vacation property.



Printed Name of Property Owner

Printed Name of Authorized Signatory

Signature of Property Owner

Signature of Authorized Signatory

Date

Date

DESIGNATED RESPONSIBLE PARTY INFORMATION

Same as Owner

Company Name or Responsible Individual Name*

Additional Information

Address

City

State

Zip

Primary Phone*

Email Address*

SUBMITTAL REQUIREMENT CHECKLIST

Completed application

Current Florida Department of Business and Professional Regulation (DBPR) Vacation Rental license. If it is a collective or group license, please include a list of all the properties.

FEE REQUIREMENTS

Short Term Vacation Rental Registration Fee or change of designated responsible party (non-refundable) \$50.00

The fee will be due once the application is reviewed and accepted. A payment slip will be emailed and will be visible on the GMD Public Portal upon acceptance.

All fields marked with an asterisk (*) are required. Incomplete submittals will not be accepted.

The email address provided in the Property Owner Information section must be the email address used to register the Property Owner's portal account.

Please submit the completed application online via the [GMD Public Portal](#).

If you need assistance submitting your application online, please review the [E-Permitting Guide](#).