



Daniella Levine Cava, Mayor

Miami-Dade Office of the Tax Collector
Peter Cam, Tax Collector
Convention & Tourist Tax Section
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TOURIST TAX ACCOUNT REGISTRATION FORM

Additional information for completing this application is on the reverse side.

SECTION 1 - Owner Information (This section pertains to the individual or company that owns the rental property.)
Note: This address will be designated as the "address of record" for the owner of this rental establishment.
Owner's Legal Full Name Is the owner a: Corporation Partnership Individual
Street Address or PO Box
City State Zip Country
Phone Email
FEIN SSN or Visa Number

SECTION 2 - Establishment Location Information (This section pertains to the physical location of the short-term rental property)
Note: For more than one rental unit, please list one building address as the "main" unit here and attach a list of all other rental units. Please see the reverse side for more details.
Establishment Name (DBA)
Real Estate Folio Number First Rental Date No. of Rental Units
Street Address
City State Zip
Phone Email
FL DOR Sales Tax No.: FL DBPR License No.:
MDC LBT Account No.:
Type of Rental - Please check one
Hotel Motel Apartment Apartment Hotel Condo Condo Hotel Single Family Dwelling Duplex Quadruplex
Mobile Home Rooming House Bed & Breakfast Recreational Vehicle Park Houseboat Timeshare Resort
Other

Are Food & Beverages Sold Inside This Establishment? YES NO
If Yes, please provide the following information for each food venue located inside the establishment. For more venues, please attach a list containing the information below for each additional site:
Table with columns: Name of Food & Beverage Establishment, Is this Rental Establishment Responsible for the F&B Sales, No. Seats, FL DBPR Food Service License No., FL DBPR Alcoholic Beverage License No., FL DBPR Alcoholic Beverage License Type

SECTION 3 - Communication Information (This will be the primary address for all correspondence regarding the Tourist Tax account.)
Complete below OR check here if Same as Section 1 - Owner Information Same as Section 2 - Establishment Information
Primary Contact Name
Contact Title
Company Name
Street Address or PO Box
City State Zip Country
Phone Email
RELATIONSHIP TO OWNER: Agent External CPA/Accountant/Tax Mgr. Company Employee Lessee Corporate Officer Other
ALERT: Additional documentation may be required to be provided with this application depending on the relationship. See the reverse side.

SECTION 4 - Applicant Declaration (Signature required to process application):
Please note that any person who is required to collect, truthfully account for, and pay any taxes and willfully fails to do so shall be liable for penalties under the provisions of Section 213.29, Florida Statutes (F.S.). Under penalty of perjury, I declare that I have read the foregoing application and the facts stated in it are true.

Applicant's Signature: Print Applicant's Name (Please Print Clearly) Date

OFFICE USE ONLY Account Type: Account Number: Processor Initials

**MIAMI-DADE COUNTY  
TOURIST TAX ACCOUNT REGISTRATION FORM  
INSTRUCTIONS**

**GENERAL INFORMATION**

Please complete and sign the registration form, either online or after downloading and printing. It can be mailed, emailed, or faxed to:

**Mail:** Miami-Dade Office of the Tax Collector – Convention and Tourist Section, 200 NW 2<sup>nd</sup> Avenue, Miami, FL 33128

**Email:** [CTHELP@miamidade.gov](mailto:CTHELP@miamidade.gov) **Fax:** (305) 375-5594

**SECTION 1 – Owner Information**

Complete this information for the establishment owner as completely as possible. Incomplete information will result in the application being delayed.

- Owner’s Legal Full Name – individual person or organization that currently owns the establishment. A legal name is the name that identifies a person for legal, administrative, and other official purposes.
- Is the owner – check the box indicating whether the owner is legally a corporation, partnership, or individual person.
  - An LLC’s or corporation’s legal name is the name that appears on the formation documents filed with the state to form the LLC or corporation.
  - An individual is a sole proprietor, so the legal name is the owner’s full name
  - If a general partnership has given a name to itself in a written partnership agreement, then that name is the general partnership’s legal name.
- Street Address or Post Office Box, City, State, Zip Code (5+4 preferred), Country – address of record for purpose of official communications from the Tax Collector. Country is required if the owner does not reside in the United States.
- Phone Number – primary contact number for questions or concerns about the application.
- E-Mail Address – by providing an email, you consent to correspondence as the primary means of communication.
- Federal Employer Identification Number (FEIN) – required for business/corporate applicants
- Social Security Number (SSN) or Visa Number – If you are not a citizen of the United States and you do not have a social security number, provide your complete Visa number. Social Security Numbers obtained for tax administration purposes are confidential under Section 213.053 F.S. and are not subject to Florida Public Records Law, Section 119.07 F.S.

**SECTION 2 – Establishment Location Information**

Complete this information for the establishment as completely as possible. Each transient rental accommodation is required to be separately registered. If multiple accommodations are being registered, please list one address as the “main” unit in the space provided and attach a list of all other rental units, including all the information listed below. Please note the complete location address for each unit on the attached list. Incomplete information will result in the application being delayed.

- Establishment Name (Doing Business As [DBA]) – the advertised name of the establishment; name on the front of the business. If the establishment is part of a chain, please include a unique identifier i.e., Hilton #109, Marriott Doral.
- Real Estate Folio Number – also known as Parcel Number or Property ID Number, is a 13-digit sequence that is particular to a single piece of property. You can search for a real estate folio number by address or name using the [Property Search application](#).
- First Rental Date – please indicate the date the establishment will be or was open for business or the date of the first short-term rental of the unit.
- No. of Units – please enter the total number of units that will be held out for short-term rental.
- Street Address, City, State, Zip Code (5+4 preferred), – physical address of the rental property; must match the real estate folio address. Post Office Box will not be accepted. Double check the street address for accuracy.
- Phone Number and E-Mail address – alternate contact information.
- FL DOR Sales Tax No – is the Florida Dept. of Revenue Sales Tax number issued after registering your business to remit Florida’s 6% state sales tax, plus any applicable discretionary sales surtax, that applies to rental charges or room rates paid for the right to use or occupy living quarters or sleeping or housekeeping accommodations for rental periods six months or less. Registration can be via the [online registration](#) system or submission of a paper *Florida Business Tax Application (Form DR-1)*.
- FL DBPR License No. – is the Florida Dept. of Business & Professional Regulation license. The Division of Hotels and Restaurants (H&R) licenses, inspects and regulates public lodging and food service establishments in Florida under [Chapter 509, Florida Statutes \(FS\)](#) and issues a license after your application for a Lodging License has been accepted. Applications that are submitted through [DBPR’s Online Services](#) can be approved nearly instantly.
- MDC LBT Account No. – is the Miami-Dade County Local Business Tax Account number against which the Tax Collector issues your local business tax receipts for each place of business, and for each separate local business tax classification at the same location. New applicants must use the [online application system](#) or complete and print the [Local Business Tax receipt application](#) and submit it by mail or in person to the Miami-Dade Office of the Tax Collector.
- Type of Rental – please check the box after the type of short-term rental(s) that will be held out at this location. If the type is not listed, please briefly describe the rental in the area next to “Other”.

- Is Food and Beverages Sold Inside This Establishment? – Please check the appropriate box. If no Food and Beverages (F&B) will or are sold on the premises, skip this section. If one or more food venue is located inside the establishment, provide the F&B establishment’s DBA name; for each site for which the rental establishment is responsible, provide the number of seats available, and license information. If more than two food venues are located inside the establishment, please attach a list of all other venues, including all the requested information. If the food service establishment’s sole service is intended as take-out or delivery or does not otherwise provide accommodations for consumption of food by guests on the premises, enter “0” for the No. of Seats.

### SECTION 3 – Communication Information

This is an optional additional address for mailing if applicable. If this information is the same as Section 1 or Section 2, please indicate by checking the appropriate box, then leave this section blank.

- Primary Contact Name, Contact Title –If correspondence should be mailed to a different name than the owner, please indicate the recipient person’s name in the space provided. This primary contact is the individual who should be contacted with questions regarding your Tourist Tax account.
- Company Name – If correspondence should be mailed to a different name than the owner company, please indicate the company name in the space provided.
- Street Address, City, State, Zip Code - address of record for purpose of official communications from the Tax Collector.
- Phone Number and E-Mail Address – alternate contact information if available. By providing an e-mail address consent is provided for electronic correspondence as the primary means of communication
- Relationship To Owner – please indicate the type of relationship that exists between the establishment/property owner and the person or business identified in this section to receive confidential tax information, also known as the “authorized representative”. Additional documentation supporting the Tax Collector’s legal ability to interact with the authorized representative may be required for the application to be processed as indicated below.
  - Authorizing Documentation – to protect your privacy, access to personal information about you is limited to individuals authorized by law to have access to it. To ensure that information is not provided without your consent, documentation authorizing someone other than the owner is required before the Tax Collector will disclose your tax information. Your consent can be provided using one of two documents:
    1. A written rental agreement – is a rental agreement or contract between the owner and the party listed in this section, to hold out the establishment for rent on a transient basis.
    2. A Power of Attorney and Declaration of Representative (POA) is a document initiated by the owner and signed by all other parties to authorize representative(s) to receive designated tax information defined as confidential under Section 213.053 F.S. and not subject to Florida Public Records Law, Section 119.07 F.S. This form is generally not required if the representative is a trustee, a receiver, an administrator, an executor of an estate, a corporate officer, or an authorized employee of the taxpayer.
  - The Miami-Dade County Power of Attorney and Declaration of Representative and Written Rental Agreement forms can be obtained from our website: [Convention and Tourist Taxes](http://Convention and Tourist Taxes) or contact the Miami-Dade Office of the Tax Collector, Convention and Tourist Tax Section via email: [CTHelp@miamidade.gov](mailto:CTHelp@miamidade.gov) or via phone: (305) 375-5550.
- Agent – means “licensed agent” defined as an operator of a management company that has been licensed by the establishment owner, through a written rental agreement, to hold out the dwelling or unit(s) for rent on a transient basis. The “licensed agent” can register the transient rental accommodation for a Tourist Tax account on behalf of the owner and will collect, report, and remit tourist taxes to the Tax Collector on behalf of the property owner. One of the following MUST be attached to this application: 1) a copy of the written rental agreement between the property owner and agent OR 2) a POA.
- External CPA/Accountant/Tax Mgr. – means a person or company hired by the establishment owner to assist with financial record keeping and reporting but does not perform rental operations for the establishment. A POA completed and signed by the establishment owner MUST accompany this application.
- Company Employee – means an employee of the company identified in Section 1 – Owner Information. No authorizing documentation is required.
- Lessee – means an individual or entity that does not own the rental property but holds a lease from the property owner. If the lessee is holding the property out for rental, a copy of the written rental agreement between the property owner and the lessee MUST be attached to this application. If the lessee is not holding the property out for rent, a POA MUST be attached to this application.
- Corporate Officer – means a person elected by the Board of Directors of the company identified in Section 1 to manage the daily operations of the corporation. Usually, a President, Vice-President, Secretary and Treasurer, along with subsidiary officers. The officer’s name and title MUST appear in the Officer/Director Detail and Annual Report found on Sunbiz.org, an official State of Florida website; no other authorizing documentation is required.

**NOTE:** Regardless of the relationship between the authorized representative and the owner, **the owner of the rental property is liable for any Tourist Taxes due the Miami-Dade Office of the Tax Collector.** Should the Tax Collector be unable to collect any taxes, penalties, and interest due from the rental property, a warrant for such uncollected amount will be issued and becomes a lien against the property until satisfied.

### SECTION 4 – Applicant Declaration

Please sign and print your name and date the application before submitting. A signature is required to process the application.