



**CLERK OF COURTS, LEE COUNTY, FLORIDA**  
**TOURIST DEVELOPMENT TAX**  
**APPLICATION**

Tourist Tax Number \_\_\_\_\_



**OWNER/MAILING ADDRESS**

Owner Name \_\_\_\_\_

Business Name \_\_\_\_\_

Agent or Contact Person Remitting Tax \_\_\_\_\_

Mailing Address (for tax returns, etc.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**RENTAL PROPERTY INFORMATION (Required)**

Location Address (Attach list of additional rental properties) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Condo or Subdivision \_\_\_\_\_

Phone Number \_\_\_\_\_

Number of Rental Units you handle \_\_\_\_\_

**DESCRIPTION – Choose ONE**

Hotel/Motel	<input type="checkbox"/>	Private Residence	<input type="checkbox"/>	Interval Owner	<input type="checkbox"/>	RV Park	<input type="checkbox"/>
Condominium	<input type="checkbox"/>	Mobil Home	<input type="checkbox"/>	Rental Agent	<input type="checkbox"/>	Other Describe	<input type="checkbox"/>

**FILING OPTIONS - Choose ONE**

<input type="checkbox"/>	<b>SEASONAL WINTER</b> - Rental period may not exceed three months between October and March. The tax is due April 1 <sup>st</sup> . Must file one (1) return annually.
<input type="checkbox"/>	<b>SEASONAL SUMMER</b> - Rental period may not exceed three months between April and September. The tax is due October 1 <sup>st</sup> . Must file one (1) return annually.
<input type="checkbox"/>	<b>SEMI-ANNUAL</b> - Tax collected and remitted may not exceed \$500 per calendar year. For rent collected between October and March, the tax is due April 1 <sup>st</sup> . For rent collected between April and September, the tax is due October 1 <sup>st</sup> . Must file two (2) returns annually.
<input type="checkbox"/>	<b>QUARTERLY</b> – Tax collected and remitted may not exceed \$1,000 per calendar year. For rent collected between January and March, tax is due April 1 <sup>st</sup> ; collected between April and June, tax return is due July 1 <sup>st</sup> ; collected between July and September, tax is due October 1 <sup>st</sup> ; collected between October and December, tax is due January 1 <sup>st</sup> . Must file four (4) returns annually.
<input type="checkbox"/>	<b>MONTHLY</b> - Does not qualify for any of the options above. Rental period is every month and the tax return is due the 1st of the following month. Must file twelve (12) tax returns annually.

Upon receipt of this Application you will be assigned a Tourist Development Tax Account Number, and preprinted tax forms will be mailed to you for filing purposes. If no tax has been collected you are required to complete a tax return and record \$0.00 collected for that filing period. **Tax returns are due on the 1<sup>st</sup> of the month and will be assessed penalty and interest if postmarked after the 20<sup>th</sup>.** Written notification is required for all changes to your account. A total tax of eleven percent (11%) on any rental of six (6) months or less must be collected. Five percent (5%) is remitted to Lee County and six percent (6%) is remitted to the Florida Department of Revenue, Sales and Use Tax.

Applicant's Signature \_\_\_\_\_ Application Effective Date \_\_\_\_\_

**Make Checks for 5% Payable to: Lee County Board of County Commissioners**

Mail Payments to: Clerk of Circuit Court, Finance Dept. Tourist Development Tax PO Box 2257 Ft Myers, FL 33902-2257

If you have questions please call: 239-533-2190 or 239-533-2192 Fax: 239-485-2062

Email: [TouristTax@leeclerk.org](mailto:TouristTax@leeclerk.org)

WEBSITE: [www.leeclerk.org](http://www.leeclerk.org)