KEVIN C. KARNES
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEE COUNTY, FLORIDA

TOURIST DEVELOPMENT TAX
Dealer Request to Close Account

Please Complete Form Below

Tourist Development Tax Account #:	Effective Date:
Business Name:	
Choose one: ☐ *Hotel/Motel ☐ Real Estate Agency ☐ Property Management Company	
*Address if Hotel/Motel:	
Person completing form: ☐ Business Owner ☐ Tax Collecting Agent ☐ Other	
Tax Collecting Agent Listed on Account: ☐ Yes (If Yes, complete form) ☐ No (If No, owner must complete form)	
Multiple properties on account: Yes ☐ No ☐	
Has a final tax remittance been submitted and paid? ☐ Yes ☐ No	
Has a **Certificate of Compliance** been requested and received from the Florida Department of Revenue and provided to the purchaser? ☐ Yes ☐ No	

Please check the appropriate reason for closing your Tourist Development Tax Account.

☐	Company no longer handling short term (6 months or less) rentals.
☐	Business sold – Date of Sale: Name of Purchaser: Contact information:
☐	**ALL** short-term rentals go through Airbnb and/or VRBO – ***Must provide proof to close account***
☐	Other *(explain)*

Declaration: 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.). All information provided by the applicant is confidential as provided in Section 213.053 F.S. and is not subject to Florida Public Records Law, Section 119.07 F.S. By providing an e-mail address, you consent to electronic communication, reporting, and filing. Under penalty of perjury, I declare that I have read the foregoing document and the facts stated in it are true.

Signature: Printed Name: Date:

Please save and e-mail to: TouristTaxAudit@leeclerk.org or mail to:

Lee County Clerk of Circuit Court, Inspector General Department * PO Box 2257 * Ft Myers * FL * 33902-2257
For more information on Tourist Development Tax, please visit our website at www.LeeClerk.org or call our office at (239) 533-2190 #4

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