

**Tourist Development Tax Owner Application**

Under the provisions of 212.15, Florida Statutes (F.S.) Tourist Development Tax becomes County funds at time of collection and must be remitted to the Department. It may not be turned over to a 3rd party.

*If a Dealer handles your property, the Dealer is required to have their own Tourist Tax account and collect and remit on your behalf.*



**Owner & Rental Property Information**

*Please Type or Print Clearly*

|  |   |
|--|---|
| Rental Property Owner Name(s):         | Owner Telephone No:   |
| Owner Mailing Address:                 | Owner Cell Phone No:  |
| Owner City / State / Zip:              | Owner Email Address:  |
| Owner Country :                        | Additional Contact Email address:   |
| Additional Contact Name(s):            | Rental Ad # / Website: <small>(Ex.VRBO, Homeway, etc.)</small>  |
| <b>Rental Property Address:</b>        |   |
| Beginning Date of Rental Activity:     |   |
| Name of Community:                     | Have you registered with the Florida Department of Revenue?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Single Family <input type="checkbox"/> | Condominium <input type="checkbox"/>  |
| Mobile Home <input type="checkbox"/>   | Other <input type="checkbox"/>  |
| Timeshare <input type="checkbox"/>     | RV Park <input type="checkbox"/>  |
| Multi Family <input type="checkbox"/>  |   |

|   |  |   |
|---|--|---|
| Are you using a Tax Collecting Agent?<br><small>(CPA, Bookkeeper, etc.)</small><br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Send all mail to Tax Collecting Agent?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Name/Address/Phone/Email of Tax Collecting Agent: |
|---|--|---|

**FILING OPTIONS: Select ONE**

*(A zero return must be filed timely when no rental income is collected in order to avoid penalties.)*

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

**Applicant Declaration (Owner 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.). 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 above, you consent to electronic communication, reporting, and filing. Under penalty of perjury, I declare that I have read the foregoing application and the facts stated in it are true.

Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner to digitally sign above, or print and sign.

Please save and e-mail to: [TouristTax@leeclerk.org](mailto:TouristTax@leeclerk.org), fax (239) 485-5489, or mail:

Lee County Clerk of Courts, 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](http://www.LeeClerk.org) or call our office at (239) 533-2190

*For office use only:*

|                 |                         |     |
|-----------------|-------------------------|-----|
| Tourist Tax ID: | Date Entered in Excise: | By: |
|-----------------|-------------------------|-----|