VACATION RENTAL REGISTRATION CHECKLIST
Things you will need to register as a vacation rental

_____ Town of Melbourne Beach Vacation Rental Registration Application and Affidavit of Compliance. Completed and notarized. (Owner or Agent or Responsible Party).

_____ Payment of $500 Vacation Rental Application and $150 Inspection Fee (No further processing actions will take place until fees are paid)

_____ Town of Melbourne Beach Vacation Rental Registration Agent Authorization (If applicable)

_____ Proof of property ownership (Brevard County Property Appraiser or Sunbiz).

_____ Exterior sketch of the Vacation Rental (Drawn to scale, with dimensions and scale size noted: which includes all structures, pools, spas, hot tubs, fencing, off-street parking spaces, propane tanks, fire pits, etc.

_____ Interior sketch of the Vacation Rental (Drawn to scale, with dimensions and scale size noted: which includes a floor plan, bedrooms/sleeping rooms (numbered), windows, doors, exits, smoke detectors, carbon monoxide detectors, and fire extinguishers)

_____ Proof of current licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.

_____ Proof of registration with the Florida Department of Revenue for sales tax collection. If no such certificate or account, provide name of entity through which taxes will be remitted: AirBnB, VRBO, etc.

_____ Proof of registration, including number, with Brevard County Tourist Development Tax. If no such certificate or account, provide name of entity through which taxes will be remitted: AirBnB, VRBO, etc.

December 2023