



# Short-Term Vacation Rental Certificate Application

## Individual Checklist

**All of the following must be submitted in order to have a complete application submittal:**

**(Please check as you attach each required item to the application)**

**[I = Initial, R = Renewal, M = Modification, C = Cancellation]**

**Correct Fee** (credit/debit card, check or money order made payable to Walton County Board of County Commissioners) [I, R, M]

**Affidavit of Compliance** with Short-Term Vacation Rental Requirements (form WCSTR2301-1) [I, M]

**Proof of ownership** (i.e. Recorded Warranty Deed, County Tax Notice) [I]

**Exterior Sketch plan** (Drawn to scale: all structures, pools, fencing, and uses, parking and trash collection) [I, M]

**Interior Sketch plan** (Drawn to scale: floor layout, bedrooms/sleeping areas, exits, smoke/carbon monoxide detectors and fire extinguishers) [I, M]

**Agent Affidavit** (Form WCSTR 2303) [I]

**Property Description Questionnaire** (Form WCSTR 2302) [I, M]

**Florida Department of Revenue** sales surtaxes and transient rental taxes certificate of registration [I]

**Florida Department of Business and Professional Regulation** license as transient public lodging establishment [I]

**Walton County Clerk of Courts & Comptroller** proof of registration for collecting and remitting tourist development tax (TDT) [I]

**Homeowners Association Rules, Neighborhood Covenants and Restrictions** (if applicable) [I]

**Septic Tank Permit Information** (if applicable) [I]

**Florida Department of Business & Professional Regulation** Certificate of Balcony Inspection Form DBPR HR 7020 (if applicable) [I, R \*every three years]

## Community Checklist

**All of the following must be submitted in order to have a complete application submittal:**

**(Please check as you attach each required item to the application)**

**[I = Initial, R = Renewal, M = Modification, C = Cancellation]**

**Correct Fee** (credit/debit card, check or money order made payable to Walton County Board of County Commissioners) [I, R, M]

**Homeowners Association Rules, Neighborhood Covenants and Restrictions** [I]

**List of all Properties and Owner Contact Information** [I]

**Meeting Minutes for Board Appointment(s)** [I, R]

**Applicant/Agent and Homeowner Association Point of Contact(s)** [I, M]