



BUSINESS TAX RECEIPT

PROPERTY RENTAL (NON-TRANSIENT)

(Revised 07/14/2022)

CITY OF KEY WEST
PO Box 1409 (1300 White St.)
Key West, FL 33041
(305) 809-3955
licensing@cityofkeywest-fl.gov

Action: New Transfer of ownership

Application date: _____
Number of Units: _____

Property Address: _____
Business Name: _____
Business Owner: _____
Mailing Address: _____
Email Address: _____
Contact Phone #: _____ EIN or last 4-digits of SSN: _____
Property Management Co. (if applicable): _____

Ownership transfers only:
Previous owner: _____

This Business Tax Receipt is being issued in accordance with Chapter 66, City of Key West Municipal Code. By signing below, I certify that the above information is true, complete, and correct.

Signature: _____
Date: _____

Notary: State of _____, County of _____
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____.

Notary signature: _____
____ Personally known ____ Produced ID: _____

OFFICE USE ONLY

BUSINESS TAX FEES:
Pro-rated annual BTR fee: _____
Transfer fee: _____
Delinquency fee: _____
Non-conformance penalty: _____
TOTAL FEES DUE/COLLECTED: _____

Business Tax Receipt #: _____
Licensing Rep: _____
Date: _____

Required back-up documents:
 Copy of state name registrations (corporation/LLC/fictitious name) www.sunbiz.org
 Copy of deed or Monroe County property card