



BUSINESS TAX RECEIPT PROPERTY RENTAL (TRANSIENT)

(Revised 06/16/2022)

CITY OF KEY WEST

PO Box 1409 (1300 White St.)

Key West, FL 33041

(305) 809-3955

licensing@cityofkeywest-fl.gov

Action: <input type="checkbox"/> New <input type="checkbox"/> Transfer of ownership	Unit Information: Parcel (RE) #: _____ <input type="checkbox"/> # Rooms <input type="checkbox"/> # Bedrooms <input type="checkbox"/> # Kitchens <input type="checkbox"/> # Parking <input type="checkbox"/> Gross sq. footage	Rental Type: <input type="checkbox"/> Hotel/Motel/Timeshare (\$17.64/unit) <input type="checkbox"/> Guesthouse/Bed & Breakfast (\$17.64/unit) <input type="checkbox"/> Residential (\$30.87/unit) <input type="checkbox"/> Other: _____
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Units:

Application date: _____

Property Address: _____

Business Name: _____

Business Owner: _____

Mailing Address: _____

Email Address: _____

Contact Phone #: _____ EIN or last 4-digits of SSN: _____

Company or person that will be operating the property's transient accommodations on a 24-hour basis:
Name / address / phone #: _____

Ownership transfers only:

Previous owner: _____

<p>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.</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Notary: State of _____, County of _____</p> <p>The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____.</p> <p>Notary signature: _____</p> <p><input type="checkbox"/> Personally known <input type="checkbox"/> Produced ID: _____</p>	<p style="text-align: center;"><u>OFFICE USE ONLY</u></p> <p>BUSINESS TAX FEES:</p> <p>Pro-rated annual BTR fee: _____</p> <p>Transfer fee: _____</p> <p>Delinquency fee: _____</p> <p>Non-conformance penalty: _____</p> <p>Medallion fee: _____</p> <p>TOTAL FEES DUE/COLLECTED: _____</p> <p>Business Tax Receipt #: _____</p> <p>Medallion License #: _____</p> <p>Medallion #: _____</p> <p>Licensing Rep: _____</p> <p>Date: _____</p>
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Required back-up documents:

- Copy of state name registrations (corporation/LLC/fictitious name) www.sunbiz.org
- Copy of lease, deed or Monroe County property card
- Copy of State Rental License www.myfloridalicense.com
- Copy of state sales tax resale certificate www.floridarevenue.com
- Copy of City of Key West fire inspection (305) 809-3933