

# VERONAWALK HOMEOWNERS ASSOCIATION, INC.

c/o SOUTHWEST PROPERTY MANAGEMENT

CORPORATION

1044 CASTELLO DRIVE, SUITE #206

NAPLES, FLORIDA 34103-1900

(239) 261-3440 ext.12 ♦ FAX: (239) 261-0562

Email: [RViera@swpropmgt.com](mailto:RViera@swpropmgt.com)

## Lease Application Check-Off Sheet

**If your application does not have the following attached, it will be returned to you, delaying your approval:**

- A completely filled out and legible application. Please make sure the applicant(s) has signed the application.
- Two completed Character Reference Forms (see attached.) Please have these forms completed by someone (**non-related**) that has known the applicant(s) for a considerable amount of time, and return them with your application. (**Not applicable to Repeat Tenants.**)
- Signed acceptance of Rules and Regulations. Please make sure all Occupants 21 years and older review and sign the rules.
- Completed Resident Bar Code Form. Heading of form is: "VERONAWALK HOMEOWNERS ASSOCIATION TOWN MANAGER'S OFFICE PH#..." Make sure applicants list their complete vehicle information.
- A legible copy of the complete Lease Agreement signed by both parties.
- The \$50 non-refundable application fee. If paying by check or money order, please make payable to: **Southwest Property Management.**

If you should have any questions regarding the application procedure, please contact our Sales/Lease Administrator, at the number shown above. **Thank you!**

# VeronaWalk Homeowners Association, Inc.

% Southwest Property Management Corp.  
1044 Castello Drive, Suite #206  
Naples, Florida 34103-1900  
☎(239) 261-3440 ♦ FAX: (239) 261-0562

## APPLICATION FOR APPROVAL TO LEASE

Revised August 2008

### **TO: The Board of Directors of VeronaWalk Homeowners Association, Inc.**

I hereby apply for approval to Lease Address: \_\_\_\_\_, in VeronaWalk Homeowners Association, Inc., for the period beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. A complete copy of the signed Lease Agreement is attached. **(Lease Term: 120 Days Minimum.)**

In accordance with the Governing Documents of the Association, (Article XIX) Lease Agreement Terms: All agreements between Owner (Lessor) and Primary Tenant(s) (Lessee(s)) must be in writing and shall provide for a term not less than four (4) months. **Month-to-month rentals and subleasing are not allowed.** Change in tenant/occupant names, early termination, or cancelled lease must be provided in writing to Southwest Property Management by Unit Owner.

All Units are to be used as "Single Family" Residences ONLY. No more than two people who are unrelated may occupy a Unit. Additional occupants must also be listed on the Lease Agreement. Signed Acceptance of VeronaWalk Rules and Regulations is a requirement of ALL occupants 21 years of age and older.

**NOTE:\*\*\***All Lease Agreements **must be renewed at the end of the first year** with the VeronaWalk Town Manager's Office regardless of lease term agreement. Application fee not applicable. Character references upon request. \*\*\*

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify it's disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

### **PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

1. Full name of current owner(s): \_\_\_\_\_
2. Full name of lessee: \_\_\_\_\_
3. Full name of spouse: \_\_\_\_\_
4. Home address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: - Home ( \_\_\_\_\_ ) \_\_\_\_\_ - Business ( \_\_\_\_\_ ) \_\_\_\_\_
4. Nature of Business/Profession: \_\_\_\_\_  
If retired, former Profession: \_\_\_\_\_
5. Company or Firm name: \_\_\_\_\_
6. Business address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
7. The Documents of VeronaWalk Homeowners Association, Inc. provide an obligation of unit owners/lessees that all units are to be used as **Single Family Residences** only. Please state name, relationship, and age of all other persons who will be occupying the unit on a regular basis:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Age

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Age

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Age

8. Current Address: Ownership: How long? \_\_\_\_\_ Rented How Long? \_\_\_\_\_  
 If Rented, Name of Current or Most Recent Landlord: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_
9. Bank Reference: \_\_\_\_\_
10. Have you ever been convicted of a felony or crime involving violence to persons or property? If so, give full details. \_\_\_\_\_
11. Person to be Notified in Case of an Emergency: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
12. Make/Model of Car(s) to be kept at VeronaWalk Homeowners Association, Inc.  
 \_\_\_\_\_/\_\_\_\_\_ Year: \_\_\_\_\_ License PL#: \_\_\_\_\_ State: \_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_ Year: \_\_\_\_\_ License PL#: \_\_\_\_\_ State: \_\_\_\_\_
13. Two Personal References (non-family members) - Please have References complete and signed the attached Character Reference Forms to be submitted with this application (Not applicable to Repeat Tenants. Please indicate for which previously rented Home: \_\_\_\_\_)
14. Mailing address for notices connected with this application:  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 
15. **I/We have read, and agree to abide by, the Declaration and any and all properly promulgated Rules & Regulations of VeronaWalk Homeowners Association, Inc.**
16. This application will not be considered without the \$50.00 non-refundable processing fee.  
**(Not applicable to Annual Renewal Tenants of a previously approved lease at the same address.)**  
Make check payable to: Southwest Property Management.

LESSEE \_\_\_\_\_ DATE \_\_\_\_\_ LESSEE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR AN APPROVAL TO BE ISSUED, THE COMPLETED APPLICATION, 2 REFERENCE LETTERS, SIGNED ACCEPTANCE OF THE RULES, COMPLETED RESIDENT BAR CODE FORM, A COPY OF THE SIGNED LEASE AGREEMENT, ALONG WITH THE \$50.00 APPLICATION FEE MUST BE RETURNED 20 DAYS BEFORE OCCUPANCY TO:**

SOUTHWEST PROPERTY MANAGEMENT CORP.  
 1044 CASTELLO DRIVE, SUITE #206  
 NAPLES, FL 34103-1900

**ACTION TAKEN BY BOARD OF DIRECTORS**

Approved       Disapproved      Date: \_\_\_\_\_  
 Contingent: \_\_\_\_\_

By: \_\_\_\_\_  
 (Board Member)      (Office)

**ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION**

# SOUTHWEST PROPERTY MANAGEMENT

CORPORATION

1044 CASTELLO DRIVE, SUITE #206  
NAPLES, FLORIDA 34103-1900  
(239) 261-3440 EXT.12 ♦ FAX: (239) 261-0562  
E-mail: [RViera@SWPropMgt.com](mailto:RViera@SWPropMgt.com)

## Character Reference Form

\_\_\_\_\_, 20\_\_\_\_.  
(Date)

Applicant's Reference's Name (Please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**RE: Applicant's Name:** \_\_\_\_\_

**Association Applying To:** VeronaWalk Homeowners Association

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Homeowners Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

**Upon completion, please return this form to the APPLICANT. This completed Character Reference Form MUST be sent with the application in order for the Board to approve their purchase or lease. Thank you for your assistance in this matter!**

Very truly yours,  
Raquel Viera ext.12

Sales & Lease Administrator

**How do you know the applicant(s)?** \_\_\_\_\_

**For how long have you known the applicant(s)?** \_\_\_\_\_

**Would the applicant(s) make a good neighbor, in your opinion?**  Yes  No

**Please describe the applicant(s) character and stability, as you know them:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reference's Signature

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**For how long have you known the applicant(s)?** \_\_\_\_\_

**Would the applicant(s) make a good neighbor, in your opinion?**  Yes  No

**Please describe the applicant(s) character and stability, as you know them:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reference's Signature

**VeronaWalk Homeowners Association, Inc.**  
**8090 Sorrento Lane, Ste. #1**  
**Naples, FL 34114**

**RULES AND REGULATIONS**

*(revised 8/08)*

The definitions contained in the Declaration of Covenants and Restrictions for VeronaWalk are incorporated herein as part of these Rules and Regulations.

- 1) The owners and lessees of each lot shall abide by each and every term and provision of the Declaration of Covenants and Restrictions, and each and every term and provision of the Articles of Incorporation and Bylaws of the Association.
- 2) No bicycles, tricycles, scooters, baby carriages or other similar vehicles or toys shall be allowed to remain in the Common Areas. The walkways, bridges, sidewalks and streets shall not be obstructed.
- 3) Any damage of the Common Areas, property, or equipment of the Association caused by any owner, his family member, guest, invitee or lessee shall be repaired or replaced at the expense of such owner.
- 4) An owner will not park or position his vehicle so as to prevent access to another lot. The owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed for the safety and welfare of all owners.
- 5) No owner shall do or permit any assembling or disassembling of motor vehicles except within his garage. Each lot owner shall be required to clean his driveway of any oil or other fluid discharged by his motor vehicle.
- 6) No transmitting or receiving aerial or antenna shall be attached to or hung from any part of a lot or the common areas.
- 7) No clothesline or other similar device shall be allowed on any portion of the common areas.
- 8) All garbage and refuse from the lots shall be deposited with care in each owner's private garbage containers, which shall be placed so that are not visible from the roads or from adjoining units. No garbage or refuse shall be deposited in any Common Area for any reason, except on the correct days of the week for pickup and removal. No littering shall be done or permitted on the Association Property.

- 9) No motorcycle, ATV, truck that is not used for personal or family use, trailer, boat, van in excess of 17 feet in length, camper, motor home, bus, commercial vehicle of any type (i.e., any vehicle which has any exterior lettering or logo, or has tools or equipment), non-passenger van (i.e., any van which does not have a rear seat and side windows), or similar vehicle shall be parked on any part of the Properties, any driveway, or designated parking space within the Properties except (1) within a garage, (2) commercial vehicles, vans or trucks delivering goods or furnishing services temporarily during the daylight hours, and (3) upon such portions of the Properties as the Board may jointly, in their discretion, allow. Vehicles over eighty (80") inches in height, or those vans or trucks which do not have windows completely circling the vehicles exterior (similar to windows around a station wagon), and permanent installed seating for four or more passengers, shall be considered to be a prohibited vehicle, van or truck. The Association shall have the right to authorize the towing away of any vehicles in violation of this rule with the costs and fees, including attorney's fees, if any, to be borne by the vehicle owner or violator.
  
- 10) No garage doors shall be permitted to remain open except for temporary purposes, and the Board may adopt further rules for the regulation of the opening of garage doors.
  
- 11) Complaints regarding the management of the Association property, or regarding the actions of other Owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.
  
- 12) Any consent or approval given under these Rules and Regulations by the Association may be modified, added to, or repealed in accordance with the Bylaws of the Association.

By Resolution of the Board of Directors of  
Verona Walk Homeowners Association, Inc.

I/We have read the above Rules and Regulations as stated in the Declaration of Covenants for  
Verona Walk Homeowners Association, Inc.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**VeronaWalk Homeowners Association, Inc.**  
**8090 Sorrento Lane, Ste. #1**  
**Naples, FL 34114**

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- 12) Any consent or approval given under these Rules and Regulations by the Association may be modified, added to, or repealed in accordance with the Bylaws of the Association.

By Resolution of the Board of Directors of  
Verona Walk Homeowners Association, Inc.

I/We have read the above Rules and Regulations as stated in the Declaration of Covenants for  
Verona Walk Homeowners Association, Inc.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**VERONAWALK HOMEOWNERS ASSOCIATION**  
**TOWN MANAGER'S OFFICE (ph: 774-0026 / fax: 430-0022)**  
 (rev. 2/25/08)

DATE: \_\_\_\_\_

OWNER(s): \_\_\_\_\_ CLOSED: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ Lot# \_\_\_\_\_

House phone: \_\_\_\_\_ Cell/Name: \_\_\_\_\_

Cell/Name: \_\_\_\_\_ Work/Name: \_\_\_\_\_

**RENTAL INFORMATION - LEASE TERM:** From \_\_\_\_\_ To \_\_\_\_\_

PRIMARY TENANTS(s): \_\_\_\_\_

(RENEWAL): From \_\_\_\_\_ To \_\_\_\_\_

House phone: \_\_\_\_\_ Cell/Name: \_\_\_\_\_

Cell/Name: \_\_\_\_\_ Work/Name: \_\_\_\_\_

**Additional Occupants: (Single Family Residence Rule)** **Children**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Age: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Age: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Age: \_\_\_\_\_

Alternate address: \_\_\_\_\_

Street

City State Zip

Alternate phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Name

phone#

<b>Permanent guests:</b>	1. _____	2. _____
	3. _____	4. _____
	5. _____	6. _____
	7. _____	8. _____
	9. _____	10. _____

Vehicle: \_\_\_\_\_  
 License # Year Color Make Model bar code #

Vehicle: \_\_\_\_\_  
 License # Year Color Make Model bar code #

Vehicle: \_\_\_\_\_  
 License # Year Color Make Model bar code #

Vehicle: \_\_\_\_\_  
 License # Year Color Make Model bar code #

ARTICLE XIX - CONVEYANCES

In order to assure a community of congenial residents and thus protect the value of the Units in VeronaWalk, the sale or lease of Units shall be subject to the following provisions:

19.1. Notice to Association. Not less than 20 days prior to: (i) the date of any closing of a sale, or (ii) the effective date of any lease; the Unit Owner shall notify the Association in writing of his or her intention to sell or lease his or her Unit and furnish with such notification a copy of the contract for purchase and sale or a copy of the lease, whichever is applicable. Except as provided in paragraphs 19.3. and 19.4. below, it is not the intention of this Article to grant to the Association a right of approval or disapproval of purchasers or lessees. It is, however, the intent of this paragraph to impose an affirmative duty on the Unit Owners to keep the Association fully advised of any changes in occupancy or ownership for the purposes of facilitating the management of the Association's membership records. As this Article is a portion of the Declaration which runs with the land, any transaction which is conducted without compliance with this Article may be voidable by the Association.

19.2. Lease Agreement Terms. Any and all lease agreements between an Owner and a lessee of such Owner shall be in writing, shall provide for a term of not less than four (4) months, and must provide that the lessee shall be subject in all respects to the terms and provisions of this Declaration and that any failure by the lessee under such lease agreement to comply with such terms and conditions shall be a material default and breach of the lease agreement. The lease agreement shall also state the party who will be responsible for the assessments as stated above, and it shall be the obligation of all Unit Owners to supply the Board with a copy of said written agreement prior to the lessee occupying the premises. Unless provided to the contrary in a lease agreement, a Unit Owner, by leasing his Unit, automatically delegates his right of use and enjoyment of the Common Areas and facilities to his lessee; and in so doing, said Owner relinquishes said rights during the term of the lease agreement.

19.3. Association Approval. Upon receipt of a copy of the contract for purchase and sale or a copy of the lease, the Association shall within ten (10) business days, issue a Certificate indicating the Association's approval of the transaction. In the event of a sale it shall then be the responsibility of the purchaser to furnish the Association with a recorded copy of the deed of conveyance indicating the owner's mailing address for all future assessments and other correspondence from the Association. Provided, however, prior to the issuance by the Association of a Certificate indicating the Association's approval of the transaction, the purchaser or lessee shall be required to agree to comply with the Rules and Regulations of the Association.

19.4. Delinquent Unit Owners. Notwithstanding the provisions above, in the event that a Unit Owner is delinquent in paying any assessment, or the Owner or his buyer, family, guests, agents, licensees or invitees are not in compliance with any provisions of the Homeowners Documents, the Association has the right to disapprove of any sale; and in the case of a lease, the right to disapprove of and to void any lease at any time prior to or during the leasehold tenancy until any delinquent assessment is paid and/or until any violation of the Homeowners Documents is corrected.

## Collier County Tax Collector

**Tourist Development Tax 239-732-2627**

**e-mail address: [touristtax@colliertax.com](mailto:touristtax@colliertax.com)**

### Questions Most Frequently Asked

**Q: Who actually pays the Tourist Development Tax?**

A: Any renter who resides for 6 months or less. It is the owners responsibility to collect the 4% Tourist Tax and submit it to the Collier County Tax Collector.

**Q: Is the 4% Tourist Development Tax the only tax due on short-term rentals?**

A: No, there is also a 6% State Sales Use tax, payable to the Department of Revenue, for the State of Florida. You can call them at (239) 434-4858 or 1-800-352-3671 for details.

**Q: Is the Tourist Development Tax enforced?**

A: Yes, the Tourist Development Tax, Ordinance 2005-43, is enforced by the Collier County Tax Collector. It is considered a violation if the owner does not collect and remit this tax. Among other statutory remedies, a Warrant can be issued and filed in Collier County. This will create a lien against the taxpayer's property.

**Q: If I only rent to relatives or friends do I charge them Tourist Tax?**

A: Yes, if you receive money or any other form of compensation in lieu of rent, you are required to collect the Tourist Tax. This is based upon the amount of rent paid, or upon fair market value of the rent.

**Q: If I rent to a Florida resident do I still collect the Tourist Development Tax?**

A: Yes, if you are renting on a short term basis.

**Q: When is the Tourist Development Tax due?**

A: There are four reporting frequencies: monthly, quarterly, semi-annual, or annually. Each has specific qualifications. Businesses report on a monthly basis. Businesses with limited activity, based on volume, can qualify to report on a quarterly basis. The semi annual reporting frequency is assigned to accounts who rent throughout the year (both summer and winter rentals.) The reports for semi annual accounts are due in October (for their summer rentals) and April (for their winter rentals.) Most individuals, who rent only during the "season," qualify for an annual payment plan. For individuals assigned to the "annual" plan – the payment is due on April 20th.

**Q: Will forms be sent to me when my Tourist Tax is due?**

A: We do not automatically send forms. There is a place on each Tourist Tax Return for you to circle **YES**, if additional forms are needed. Please allow two weeks for delivery.

**Q: If I do not have any renters for a report period, what should I do?**

A: To avoid penalties, you must file for each collection period assigned to you - even if **no** tax is due. A zero return must be submitted by the due date.

**Q: Who do I notify if I have changes to my account, such as an address change, if I have sold my property, or if I am no longer renting?**

A: There are three (3) agencies you are required to notify **IN WRITING**, when there are **ANY** changes to your account.

**Collier County Tax Collector**  
3301 Tamiami Trail East Bldg C-1  
Naples, Florida 34112-4997  
(239) 732-2627

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**Community Development & Environment Services**  
Attn: Rental Registration  
2800 North Horseshoe Drive  
Naples, FL. 34104-6917  
(239) 213-2975

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**Florida Department of Revenue**  
3073 Horseshoe Dr S Suite # 110  
Naples, FL. 34104-6145  
(239) 434-4858 or 1-800-352-3671

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**WHEN YOU MAKE ANY CHANGES TO YOUR ACCOUNT – PLEASE USE THE ACCOUNT NUMBER ASSIGNED FOR EACH SPECIFIC AGENCY INVOLVED.**

**COLLIER COUNTY  
TOURIST TAX REGISTRATION APPLICATION**

**BUSINESS OR OWNER NAME** \_\_\_\_\_

**SOCIAL SECURITY OR  
FEDERAL TAX ID NUMBER** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE NUMBER ( )** \_\_\_\_\_

**RENTAL PROPERTY  
ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE NUMBER (239)** \_\_\_\_\_

**FACILITY TYPE** \_\_\_\_\_ **TOTAL UNITS  
YOU CONTROL** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**IF YOU ALSO NEED A STATE SALES TAX APPLICATION PLEASE CALL THE  
FLORIDA DEPARTMENT OF REVENUE AT (239) 434-4858, OR  
1-800-352-3671**

**THEY WILL GIVE YOU DIRECTIONS FOR THEIR APPLICATION PROCESS**  
.....

**PLEASE COMPLETE THE ABOVE FORM AND RETURN IT TO:**

**GUY L. CARLTON  
COLLIER COUNTY TAX COLLECTOR  
COURTHOUSE COMPLEX – BLDG. C-1  
NAPLES, FL. 34112-4997**

**UPON RECEIPT OF YOUR APPLICATION  
COMPUTERIZED TAX RETURNS WILL BE MAILED TO YOU**

**IF YOU HAVE ANY QUESTIONS – PLEASE CALL (239) 732-2627**

**ATTN:** \_\_\_\_\_ **COLLIER COUNTY TAX COLLECTOR**

**FAX:** \_\_\_\_\_ **FAX: (239) 793-5595**