

# Walton County Clerk of Courts and County Comptroller Tourist Development Tax



## NORTH WALTON REGISTRATION FORM – PROPERTY MANAGER

<b>Business Legal Name:</b>		<b>Business DBA:</b>	
<b>Username:</b>	<small>Must be 8-15 characters w/ both letters &amp; #'s</small>	<b>Website:</b>	
<b>Type of Business:</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____	<b>Mailing Address:</b>	_____ Street Address _____ City                      State                      Zip                      Country
<b># of Units:</b>	<small>Total # of Walton Co. rental units being registered</small>	<b>Phone:</b>	(____) ____-____ Primary (____) ____-____ Alt.
<b>Primary Contact Name:</b>		<b>Alt. Email:</b>	
<b>Primary Email:</b>		<b>Declaration:</b>	A) Please note that any person who is required to collect, truthfully account for, & pay any tax that willfully fails to do so shall be liable for penalties under the provisions of FL Statute (FS) 213.29. B) Rental revenue disclosure to Walton Co. for any rental activity must include all rental revenue regardless of booking method as no platforms remit TDT funds to us on behalf of their hosts/managers/property owners. C) All information provided by the applicant is confidential per FS 213.053 & is not subject to FL Public Records Law, FS 119.07. D) By providing an email address above, you consent to electronic communication, reporting, & filing. E) Under penalty of perjury, I declare that I have read the foregoing Document, & the facts stated are true.
<b>Property Registrations:</b>	In accordance with FL Administrative Code 12A-1.060(3)(e), individual owners & management companies are required to register all Walton Co. rental units they are representing/have represented for which they are/were responsible for remitting taxes.  Please complete page 2 of this form (attaching additional copies as necessary) <b>OR</b> email your current property list using the Import Property Spreadsheet template (found on our website at <a href="http://www.touristtax.com/walton">www.touristtax.com/walton</a> ) to register all current/past Walton Co. short-term rental properties.	<b>Date Walton Co. Rental Operations Began:</b>	_____
<b>Using Tax Reporting Agent (CPA, bookkeeper, etc.)? Send all correspondence to Agent rather than to contact above?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Agent Address:</b>	_____ Street Address _____ City                      State                      Zip                      Country
<b>If so, Agent Name:</b>	_____	<b>Signature:</b>	
<b>Agent Phone:</b>	(____) ____-____ Primary (____) ____-____ Alt.	<b>Date:</b>	
<b>Agent Email:</b>			<small>Typed name is sufficient if using online form</small>

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## NORTH WALTON REGISTRATION FORM – PROPERTY MANAGER

Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100, Santa Rosa Beach, FL 32459)		Bedroom Count	Date Rentals Began	Current property manager's annual revenue going back to 1st booking including all required, nonrefundable fees:  _____ _____ _____
Owner's Name	Owner's Phone #	Rental Ad #(s) _____ _____		
Owner's Email Address		_____ _____		
Owner's Mailing Address (Street)	Owner's City	Owner's State	Owner's Zip	
Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100, Santa Rosa Beach, FL 32459)		Bedroom Count	Date Rentals Began	Current property manager's annual revenue going back to 1st booking including all required, nonrefundable fees:  _____ _____ _____
Owner's Name	Owner's Phone #	Rental Ad #(s) _____ _____		
Owner's Email Address		_____ _____		
Owner's Mailing Address (Street)	Owner's City	Owner's State	Owner's Zip	
Complete Property Address (ex: 5555 W Co Hwy 30A Unit 100, Santa Rosa Beach, FL 32459)		Bedroom Count	Date Rentals Began	Current property manager's annual revenue going back to 1st booking including all required, nonrefundable fees:  _____ _____ _____
Owner's Name	Owner's Phone #	Rental Ad #(s) _____ _____		
Owner's Email Address		_____ _____		
Owner's Mailing Address (Street)	Owner's City	Owner's State	Owner's Zip	

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## Tourist Development Tax

### NORTH WALTON REG. FORM – PROP. MGR. INSTRUCTIONS, PG. 1



- 1) **Business Legal Name**: Please provide the legal name of your business/company. For individuals registering more than 1 property, please provide how you would like the main name on the account/profile to be displayed.
- 2) **Business DBA**: If the company's legal name is different from the "doing business as" name, please include that DBA name here. If not, leave this field blank. For those individuals registering more than 1 property, please leave this field blank because your owner/contact name will be provided below.
- 3) **Username**: You get to set your own username within the following parameters: 8-15 characters with at least 1 number & no special characters. Once this form has been processed, your temporary password will be included in your New Account email sent to the primary contact email address provided on page 1 of the application.
- 4) **Website**: Please provide the company's website URL here. For individuals registering more than 1 property, you may leave this blank or provide any unique online rental web address that you may have for the properties. Providing your website assists in ensuring compliance of all transient rental providers.
- 5) **Type of Business**: Please select the option that most closely represents your business structure. If "Other", please specify the type of business or "individual" ownership.
- 6) **# of Units**: This # should represent the total # of Walton Co. rental units being registered under your company/ownership & should include all current & past rental units managed/owned for which you are/were responsible for bookings & tax remittance.
- 7) **Mailing Address**: Please provide the company's/individual's mailing address that we should use for any mailed correspondence regarding the TDT account.
- 8) **Primary Contact Name, Phone, Primary Email, & Alternate Email**: Please provide this specific contact information for the individual who will primarily be responsible for communicating with our tax department.
- 9) **Property Registrations**: Please note that property registration by each individual rental unit is required. Rental revenue disclosure is required only for the period of time that you have managed the property, but please be advised that this also applies even if the property is no longer under your management.
- 10) **Date Walton Co. Rental Operations Began**: Please provide the date rentals began under your management for your 1st Walton Co. property.
- 11) **Declaration**: This is simply the "fine print" that you are agreeing to by signing & submitting this completed TDT application.
- 12) **Using Tax Reporting Agent?**: Please indicate if a CPA, bookkeeper, administrative assistant, etc. will be filing the monthly tax returns on your behalf.
- 13) **Agent Correspondence**: If using an agent, please indicate whether you'd like to be contacted for all tax matters or if you'd prefer the correspondence go directly to that agent. If so, then please check the box for "Yes" here & provide that agent's name & contact info in the fields provided. If you will remain the primary contact, then please indicate "No" here & leave the agent contact info blank.
- 14) **Signature**: Here you may sign if you've printed this form or simply type your name to serve as your signature if using the online form option.

**RETURN TO:** Walton County Clerk of Courts and County Comptroller

Attn: Tourist Development Tax  
31 Coastal Centre Blvd., Suite 500  
Santa Rosa Beach, FL 32459

Phone: 850-267-2040

Fax: 850-267-1335

E-mail: [touristdevelopmenttax@waltonclerk.com](mailto:touristdevelopmenttax@waltonclerk.com)

# Walton County Clerk of Courts and County Comptroller Tourist Development Tax

## NORTH WALTON REG. FORM – PROP. MGR. INSTRUCTIONS, PG. 2



*Please note that page 2 of this form allows room for information on up to 3 rental properties to be provided on one sheet. To register all of your current / past Walton County short-term rental properties, feel free to complete & submit additional copies of page 2 as necessary **OR** email your current property list using the Import Property Spreadsheet template (found on our website at [www.touristtax.com/walton](http://www.touristtax.com/walton)). Instructions for each property field are provided for you below.*

### **Requested Fields per Property:**

- 1) **Complete Property Address:** Please provide the complete rental property address for each rental property including the unit #, if applicable.
- 2) **Bedroom Count:** This # should represent the total # of bedrooms within the structure.
- 3) **Date Rentals Began:** Please provide the date that short-term rentals began under your management (i.e., the 1st booking for which you were responsible for tax collection & remittance) for each property. If no rentals have occurred yet at this property under your management/ownership, please provide your best & earliest estimate for when the rental ad(s) will go live or when you aim to open this property up for short-term rentals.
- 4) **Rental Ad #(s):** Providing your online advertising #s (VRBO, Airbnb, Booking, etc.) for each rental property assists in ensuring compliance of all transient rental providers. These #s can be found within the URL for each rental ad or sometimes on the face of the ad itself.
- 5) **Owner's Name, Phone #, Email Address, & Mailing Address:** Please provide the current owner's contact information to be saved within the property's subaccount.
- 6) **Current Manager's Annual Revenue Disclosure:** Please provide the annual rental revenue totals collected from ALL rentals at this property regardless of the booking method used (online platform, direct bookings, friends & family, etc.) going back to the 1st rental date provided for that property. These annual totals should include rent charged plus all required, nonrefundable fees including cleaning fees, pet fees, amenities fees, etc. If you do not have a full year of back taxes to catch up, then please provide the totals by month here. If no rentals have occurred yet at this property under your management/ownership, then you may leave this section blank.

**RETURN TO:** Walton County Clerk of Courts and County Comptroller  
Attn: Tourist Development Tax  
31 Coastal Centre Blvd., Suite 500  
Santa Rosa Beach, FL 32459  
Fax: 850-267-1335

Phone: 850-267-2040

E-mail: [touristdevelopmenttax@waltonclerk.com](mailto:touristdevelopmenttax@waltonclerk.com)