INSTRUCTIONS: Two broad categories of property data are needed to add each unit via import: Property Information & Owner Information. The column headers below are color-coded to differentiate these two categories: blue for property information & green for owner information. Please pay close attention to the formatting requirements in entering the unit data the spreadsheet as it will greatly affect the processing success of your submission. An instruction/example row highlighted in gray is provided at the top of the spreadsheet for your reference. *Please note that this import option is intended for use by those individuals/companies trying to add/register 10 or more rental units.* Upon completion, please email the import request to our TDT Dept. at touristdevelopmenttax@waltonclerk.com. Standard processing time is up to 10 business days.

Column Header	Required Format	Required Field?
Social Security or Federal Tax ID Number	**This field is not required.** However, if you wish to provide it, enter the owner's social security # (111-11-1111) or Federal Tax ID # (11-1111111) as indicated.	OPTIONAL
Property Name	**Condominiums/Townhomes/Hotels/Motels/Campgrounds**: Condo/Building Name Unit # **Single Family Dwellings**: Name of house (including main/carriage house/rental name); if house is not named, leave blank	**REQUIRED**
VRBO #	Enter the unit's VRBO #, if applicable. If no VRBO #, please provide any other rental ad # here (Airbnb, Booking, etc.) *NOTE: This field is numerical entry only so no letters, please.*	**REQUIRED**
BedCount	Enter the # of bedrooms in the unit/property.	**REQUIRED**
Reference	You may provide additional rental ad #s, unique identifier per mgmt system, etc. in this optional field.	OPTIONAL
Address Line 1 of Property Location	Physical street address of property (unit # omitted as it has its own entry field)	**REQUIRED**
Address Line 2 of Property Location	**Condominiums/Townhomes/Hotels/Motels/Campgrounds**: Name of the condo/complex/building **Single Family Dwellings**: Designate main house/carriage house or neighborhood, if applicable; Otherwise, leave blank	*IF APPLICABLE*
Number of Unit	Enter the unit number of the property, if applicable. Otherwise, leave blank.	*IF APPLICABLE*
City of Property Location	NO ENTRY REQUIRED. **Protected cell autopopulates** based on zip code selected in column **K**.	*autopopulated*
State of Property Location	NO ENTRY REQUIRED. **Protected cell autopopulates** based on zip code selected in column **K**.	*autopopulated*
Zip Code for Property Location	Select the zip code of the property from the **drop-down menu**. *(City & state in columns **I & J** autopopulate based on this cell.)*	**REQUIRED**
Community	Select the area of South Walton that most closely fits property's location from options provided in **drop-down menu**.	**REQUIRED**
Primary Telephone for the Property	Enter the telephone # for the unit/property if it has one.	OPTIONAL
Property Type associated with this account Group	Select the type of unit/property from the **drop-down menu**: SFD=Single Family Dwelling, HM=Hotel/Motel, O=Other, CTA=Condo/Townhome/Apt., CRV=Campground/RV Park. *NOTE: See hints for other property types by clicking the cell.*	**REQUIRED**
Parcel ID	**Format**: 11-2S-33-44444-555-6666; From property appraiser's website: www.waltonpa.com *HINT:We copy/paste!*	**REQUIRED**
Name of Property Owner	This field will create the sequence for the list of properties in Excise for filing returns & can include any of the following: **Condominiums/Townhomes/Hotels/Motels/Campgrounds**: Owner's last name, Company Name, street, unit #, etc. **Single Family Dwellings**: Owner's last name, company name, subdivision name, street address, etc. *NOTE: If you want the list of units in Excise to be in unit #/address <u>numerical order</u>, then enter "123 Smith" or "55 4th St Smith's Vacations LLC". If you want the list to be in <u>alphabetical order</u> by owner/business name= "Smith, Joe", "Smith 123", "Smith's Vacations LLC", "Smith's Vacation LLC Lakeview 156", or "Smith's Vacations LLC 55 4th St".*	**REQUIRED**
Owner Business Type	Select the business type that best describes the ownership structure from the **drop-down menu**.	**REQUIRED**
Owner Mailing Address (columns R-V)	Enter the mailing address information for the owner of the property/unit in each column as labeled below. (**R**=Address Line 1, **S**=Address Line 2, **T**=City, **U**=State, **V**=Zip Code)	**REQUIRED**
Owner Contact Info (columns W-Z)	Enter the owner contact information including phone #'s (**W, X**), fax # (**Y**, if applicable), & email address (**Z**). *Only required columns are primary phone # (**W**) & email address (**Z**).*	**REQUIRED** *(columns W & Z)*
Owner Country	Enter the name of the country in which the owner primarily resides (i.e. country of owner's mailing address.)	**REQUIRED**
Number of Units	**Hotels/Motels**: Enter the total # of units available for rent in the hotel/motel building. **All Other Property Types**: Enter "1" here.	**REQUIRED**
Sales Tax Certificate #	Enter the owner's FL Dept. of Revenue Sales Tax Certificate # in the following format: 76-8-012222222-2.	*IF APPLICABLE*