Welcome to the City of Key Colony Beach

CitizenServe Mini-Tutorial







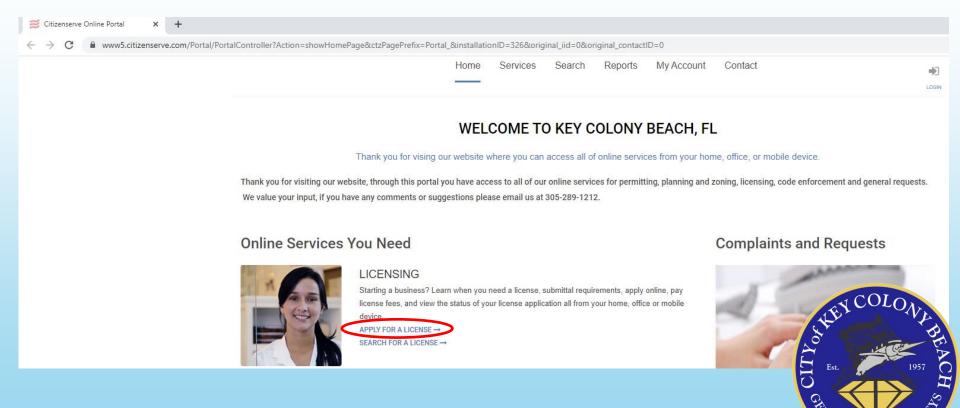
HOW TO SUBMIT A TRANSFER OF OWNER, PROPERTY MANAGER OR LOCAL CONTACT

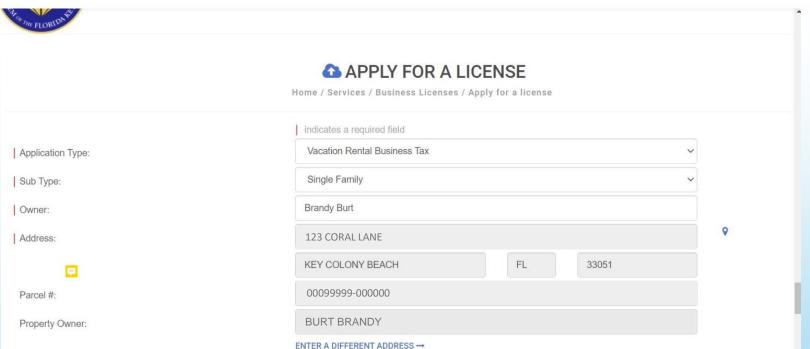
Please note that changes in Ownership, Property Manager and/or Local Contact will require a NEW Vacation Rental Application for the current year.

Please do not edit the contact info in your current license to submit these changes.

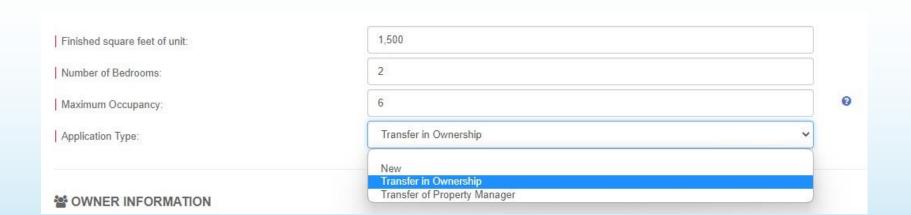


CitizenServe Landing Page











SOWNER INFORMATION

Owner's Name:	Brandy Burt
Mailing Address:	123 Coral Lane
City:	Key Colony Beach
State:	FL
Zip:	33051
Home Phone:	
Cell Phone:	999-999-9999
Business phone:	
Email:	brandy@citizenserve.com
Signature:	Sign Here
Upload Signature Document if not able to sign in person:	Sign Here Select File



PROPERTY MANAGERS INFORMATION Mr. Property Manager Property Manager's Name: propmgr@notarealemail.com Property Manager's Email Address: Property Manager's Phone Number: 305-289-1212 COC-23-00-N Property Manager's Certificate of Completion #: Property Management Company Company Name: Property Manager, Mister exp 4.30.25.pdf Certificate of Completion: 04/05/2023 Issue Date: 04/30/2025 Expiration Date: I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain the my Certificate of Completion. Sign Here

Select File

Signature:

Upload Signature Document if not able to sign in person:



CERTIFICATE OF COMPLETION FOR PROPERTY MANAGER LOCAL CONTACT

This is to certify that Brandy Burt

Has successfully completed the requirements to represent property owners in the **City of Key Colony Beach** upon authorization of the owner of said property for the next two years.

March 16, 2023 Date Issued

COC-23-00-R
Certificate of Completion #

Issued By

March 31, 2025 Date Expires



24/7 LOCAL CONTACT INFORMATION

Mrs. Local Contact Contact Person's Name: 24/7 Local Contact's Phone Number: 305-289-1212 Contact Person's Email Address: localcontact@notarealemail.com COC-23-00-R Contact Person's Certificate of Completion #: Local Contact Company Company Name: Select File Certificate of Completion: 04/05/2023 Issue Date: 04/30/2025 Expiration Date: I agree to comply with the requirements of a Property Manager/Local Contact as stated in Key Colony Beach City Code, Chapter 9, and keep my contact information current, to retain the my Certificate of Completion. Sign Here Signature: Select File Upload Signature Document if not able to sign in person:



THE FOLLOWING MUST BE SUBMITTED AND/OR COMPLETED

- 1. This application completed & signed by owner, manager, and local contact
- 2. 2022-2023 Monroe County Local Business Tax Receipt

Upload Document Here:

Monroe County tax receipt.jpg 🏛

- 3. Online Payment of Business Tax for Vacation Rental. Once you submit your application you will be directed to make a payment.
- 4. All other fees, fines or violation for the property must be paid
- 5.To schedule a safety inspection go to keycolonybeach.net, Choose I Want To and then Schedule a Rental Inspection

Requirements - Units must be non-rented and clean at the time of inspection or the unit will fail the inspection and a \$300 reinspection fee will be charged.



I ACKNOWELDGE 1-5 ABOVE

SUBMIT

SAVE FOR LATER

DELETE



2022 / 2023 MONROE COUNTY BUSINESS TAX RECEIPT **EXPIRES SEPTEMBER 30, 2023**

Business Nam BRANDY BURT

RECEIPT# 25230-133683

Owner Name: Mailing Addres BRANDY BURT

Business Location

Business Phone:

Business Type:

123 CORAL LANE KEY COLONY BEACH, FL 33051

123 CORAL LANE KEY COLONY BEACH, FL 33051

APARTMENTS CONDOS HOUSES & COMMERCIAL

UNITS (TRANSIENT)

STATE LICENSE: DWE5404859

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	5.00	0.00	0.00	25.00

Paid 133-22-00000632 01/20/2023 25.00

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING, ZONING AND LICENSING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129 EXPIRES SEPTEMBER 30, 2023

Business Name BRANDY BURT

RECEIPT# 25230-133683

BRANDY BURT Owner Name: Mailing Address

Business Location 123 CORAL LANE

KEY COLONY BEACH, FL 33051

123 CORAL LANE

Business Phone: Business Type:

APARTMENTS CONDOS HOUSES & COMMERCIAL UNITS (TRANSIENT)

KEY COLONY BEACH, FL 33051

Rooms

STATE LICENSE:	DWE5404859
Dates Masses	C-11H

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
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SAVE FOR LATER

DELETE



Please note that license fees are due at the time the license application is submitted.

Your application can be saved and submitted at a later time, to find the pending application please look in your Cart in your online CitizenServe account.

