

# 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

Citizenserve Online Portal x +

www5.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal\_&installationID=326&original\_iid=0&original\_contactID=0


Home Services Search Reports My Account Contact LOGIN

## WELCOME TO KEY COLONY BEACH, FL

Thank you for visiting our website where you can access all of online services from your home, office, or mobile device.

Thank you for visiting our website, through this portal you have access to all of our online services for permitting, planning and zoning, licensing, code enforcement and general requests. We value your input, if you have any comments or suggestions please email us at 305-289-1212.

### Online Services You Need




#### LICENSING

Starting a business? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

[APPLY FOR A LICENSE -->](#)

[SEARCH FOR A LICENSE -->](#)

### Complaints and Requests






## APPLY FOR A LICENSE

[Home](#) / [Services](#) / [Business Licenses](#) / [Apply for a license](#)

Application Type:

Vacation Rental Business Tax 


Sub Type:

Single Family 

Owner:

Brandy Burt

Address:

123 CORAL LANE 



KEY COLONY BEACH

FL

33051

Parcel #:

00099999-000000

Property Owner:

BURT BRANDY

[ENTER A DIFFERENT ADDRESS →](#)



| Finished square feet of unit:

1,500

| Number of Bedrooms:

2

| Maximum Occupancy:

6

| Application Type:

Transfer in Ownership

New

Transfer in Ownership

Transfer of Property Manager

 OWNER INFORMATION



## OWNER 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:

[Select File](#)



## PROPERTY MANAGERS INFORMATION

Property Manager's Name:

Mr. Property Manager

Property Manager's Email Address:

propmgr@notarealemail.com

Property Manager's Phone Number:

305-289-1212

Property Manager's Certificate of Completion #:

COC-23-00-N

Company Name:

Property Management Company

Certificate of Completion:

Property Manager, Mister exp 4.30.25.pdf 

Issue Date:

04/05/2023

Expiration Date:

04/30/2025



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.

Signature:

Sign Here

Upload Signature Document if not able to sign in person:

Select File





*City of Key Colony Beach*

P.O. BOX 141 KEY COLONY BEACH, FLORIDA 33051 • PHONE (305)-289-1212  
FAX (305)-289-1767



**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

Contact Person's Name:

Mrs. Local Contact

24/7 Local Contact's Phone Number:

305-289-1212

Contact Person's Email Address:

localcontact@notarealemail.com

Contact Person's Certificate of Completion #:

COC-23-00-R

Company Name:

Local Contact Company

Certificate of Completion:

Select File

Issue Date:

04/05/2023

Expiration Date:

04/30/2025



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Signature:

Sign Here

Upload Signature Document if not able to sign in person:

Select File




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](http://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 ACKNOWLEDGE 1-5 ABOVE

SUBMIT

SAVE FOR LATER

DELETE






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SUBMIT

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.

