

The Islands of
SANIBEL  **CAPTIVA**
CHAMBER OF COMMERCE

September 27, 2007

Dear Accommodation Members,

There have been a number of valid concerns over the past few years related to accommodations.

After extensive review, the Board of Directors has adopted guidelines similar to those established by the VCB several years ago. These guidelines are included for your review and will be posted on the **sanibel-captiva.biz** website.

The board believes these guidelines are fair and will only help our visitors and guests continue to have a pleasant and stress free vacation on the Islands of Sanibel and Captiva.

Sincerely,

Ric Base

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President
Sanibel & Captiva Islands Chamber of Commerce

SANIBEL & CAPTIVA ISLANDS CHAMBER OF COMMERCE
2008 Accommodation Authorization Form

Please complete this form and return it to the Chamber via fax (239-395-0783) or mail (1159 Causeway Road, Sanibel, FL 33957). Membership or renewal will be processed upon payment (Visa, Mastercard, American Express or check payable to Sanibel & Captiva Islands Chamber of Commerce) and verification of all licenses.

Business/Individual Name _____

You must meet all of the requirements for accommodations according to the Accommodation Membership Requirements. (See attached).

Please fill out Section 1 or Section 2

Section 1 – Rental by Owner, self management.

Chapter 509 License # _____

Lee County Occupational License # _____

Annual Resale Certificate for Sale Tax # _____

Business Tax Receipt (Sanibel Occupational License) # _____

Tourist Development Tax (Bed Tax) # _____

Sanibel-Captiva walk-in facility address: _____

Sanibel-Captiva telephone number: _____

Sanibel-Captiva contact: _____

Website Address: http://_____

Section 2 – Rental by Owner – through a Rental Management Company

Sanibel-Captiva Rental Management Company Name: _____

Rental Management Company Contact: _____

Sanibel-Captiva walk-in facility address: _____

Local telephone number: _____

Local contact: _____

Website Address: http://_____

Applicant Signature _____ **Date** _____

Sanibel & Captiva Islands Chamber of Commerce
Membership Requirements for Accommodation Providers
9/28/2007

All accommodation providers must meet the criteria set forth in either Section 1 or Section 2 below.

Section 1.

1. Accommodation providers requesting membership (or renewing membership) in the Chamber must provide proof that they hold all licenses as defined in Section 3.
2. Accommodation providers must have the following:
 - a. A Sanibel or Captiva walk-in facility where guests may contact the owner or agent if there is a problem with the accommodation during normal business hours.
 - b. A 24/7 local telephone number for guests to contact the provider or agent if there is a problem with the accommodation and
 - c. Local control of money paid for accommodations.
 - d. In addition, providers will move renters and the money to another accommodation if necessary.
3. The accommodation provider must provide a completed "Accommodation Authorization Form" (see attached form).

Section 2.

If the provider does not qualify under Section 1, then they must utilize the services of a Rental Management Company.

1. The Rental Management Company must be a member of the Sanibel & Captiva Islands Chamber of Commerce
2. This company must meet all criteria set forth in Section 1 above.
3. All Chamber marketing must be directed to the Rental Management Company.

Section 3.

1. **Department of Business and Professional Regulation**
Division of Hotels and Restaurants – Chapter 509 (State of FL)
<http://www.myflorida.com/dbpr/hr/>
2. **Local Business Tax Account Application** – (Lee County Occupational License)
http://www.leetc.com/occllic.asp?c=occllic&r=1&page_id=occllicnewbus
3. **Annual Resale Certificate for Sales Tax** – (State of FL)
<http://dor.myflorida.com/dor/taxes/resale.html>
4. **Business Tax Receipt** (Sanibel Occupational License)
<http://www.mysanibel.com/CityForms/>
5. **Tourist Development Tax** (Lee County Bed Tax)
[http://www.leeclerk.org/Forms_Index.asp#Tourist Tax Anchor](http://www.leeclerk.org/Forms_Index.asp#Tourist_Tax_Anchor)