

**BLIND PASS CONDOMINIUM ASSOCIATION INC  
APPLICATION FOR CONSENT TO TRANSFER**

Date \_\_\_\_\_  
Unit \_\_\_\_\_  
Name \_\_\_\_\_ Spouse \_\_\_\_\_  
Partner \_\_\_\_\_  
Other Unit Designation \_\_\_\_\_  
(Corporation if applicable)  
Residence Address \_\_\_\_\_  
\_\_\_\_\_  
Billing Address if Different \_\_\_\_\_  
\_\_\_\_\_  
Home Telephone \_\_\_\_\_ Home Fax \_\_\_\_\_  
Office Telephone \_\_\_\_\_ Office Fax \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Employer \_\_\_\_\_  
Occupation \_\_\_\_\_  
Are you going to be in the Rental Program \_\_\_\_ Yes \_\_\_\_ No If YES do you want  
us to register you with a sales tax number from the State of Florida? \_\_\_\_ Yes \_\_\_\_ No  
Rental Agent (if Any) \_\_\_\_\_  
Buyer's Real Estate Agent \_\_\_\_\_  
Purchase Price \_\_\_\_\_  
Tentative Closing Date \_\_\_\_\_  
Received Copies of Condominium Documents \_\_\_\_ Yes \_\_\_\_ No  
Received Copies of Q & A Sheet \_\_\_\_ Yes \_\_\_\_ No  
**TO OBTAIN AN ESTOPPEL, A FEE OF \$250 WILL BE REQUIRED. PLEASE MAKE  
PAYABLE TO ISLAND MANAGEMENT**

**Please return to:    Island Management  
                                 P.O. Box 100  
                                 Sanibel, FL 33957**

**Readable copy of contract (signed by both parties) must accompany application.  
Please allow a minimum of 25 days turn around on paperwork once received by  
Island Management.**

**FREQUENTLY ASKED QUESTIONS AND ANSWERS, As of 11/29/18  
BLIND PASS CONDOMINIUM ASSOCIATION. INC.**

**Q: WHAT ARE MY VOTING RIGHTS IN THE CONDOMINIUM ASSOCIATION?**

A. The members of the Association shall be entitled to cast one vote for each unit owned by them. Reference By Laws 2.9

**Q: WHAT RESTRICTIONS EXIST IN THE CONDOMINIUM DOCUMENTS ON MY RIGHT TO USE MY UNIT?**

A. Use of the Unit is restricted to single family residential purposes only. No pets are allowed. Ref. Declaration of Condominium 12.3, Rules and Regulations

**Q: WHAT RESTRICTIONS EXIST IN THE CONDOMINIUM DOCUMENTS ON LEASING OF MY UNIT?**

A. by use of an approved lease, entire units may be rented. The minimum leasing period is one week, except over Memorial Day weekend, Fourth of July weekend and Labor Day weekend when the minimum rental will be 3 Days.  
Reference: Declaration of Condominium 13.1.

**Q: HOW MUCH ARE MY ARE MY ASSESSMENTS TO TH CONDOMINIUM ASSOCIATION FOR MY UNIT TYPE AND WHEN ARE THEY DUE?**

A. \$675.00 per unit per month for 2019. They are due on the 1<sup>st</sup> of each month.  
Reference By Laws 4.1, 7.3.

**Q: DO I HAVE TO BE A MEMBER OF ANY OTHER ASSOCIATION?**

A. No

**Q: AM I REQUIRED TO PAY RENT OR LAND USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED FACILITIES? IF SO. HOW MUCH AM I OBLIGATED TO PAY ANNUALLY?**

A. No

**Q: IS THE CONDOMINIUM ASSOCIATION OR OTHER MANDATORY MEMBERSHIP ASSOCIATION INVOLVED IN ANY COURT CASES IN WHICH IT MAY FACE LIABILITY IN EXCESS OF \$100.000? IF SO IDENTIFY EACH SUCH CASE.**

A. No

Note: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits, hereto, the sales contract, and the Condominium Documents.

| Blind Pass Condo Assn |                                  | Adopted Budget 2018 | 2018 Estimated Expenses | 2018 Variance      | Adopted Budget 2019 | Per Unit Monthly |
|-----------------------|----------------------------------|---------------------|-------------------------|--------------------|---------------------|------------------|
| FY                    | Jan 1 - Dec 31, 2019             |                     |                         |                    |                     |                  |
|                       | 107 units                        |                     |                         |                    |                     |                  |
| <b>ACCTS</b>          | <b>INCOME</b>                    |                     |                         |                    |                     |                  |
| 3010-001              | Maintenance Fees                 | 785,229.05          | 785,229.05              | 0.00               | 777,125.76          | 605.24           |
| 3015-001              | Reserve Fees                     | 81,468.86           | 81,468.86               | 0.00               | 89,572.15           | 69.76            |
| 3015-001              | Rental Commission                | 193,500.00          | 193,500.00              | 0.00               | 193,500.00          | 150.70           |
| 3030-001              | Miscellaneous Income             | 100.00              | 252.53                  | 152.53             | 100.00              | 0.08             |
| 3060-001              | Late Fees Income                 | 150.00              | 0.00                    | (150.00)           | 150.00              | 0.12             |
| 3120-001              | Interest-Checking                | 180.00              | 2,841.08                | 2,661.08           | 180.00              | 0.14             |
|                       | <b>Total Income</b>              | <b>1,060,627.91</b> | <b>1,063,291.52</b>     | <b>2,663.61</b>    | <b>1,060,627.91</b> | <b>675.00</b>    |
|                       | <b>EXPENSES</b>                  |                     |                         |                    |                     |                  |
|                       | <b>ADMINISTRATIVE</b>            |                     |                         |                    |                     |                  |
| 4001-001              | Accounting Expense               | 300.00              | 845.00                  | (545.00)           | 6,000.00            | 4.67             |
| 4005-001              | Membership Fees                  | 600.00              | 600.00                  | 0.00               | 600.00              | 0.47             |
| 4008-001              | Legal/Professional               | 3,000.00            | 1,817.67                | 1,182.33           | 1,000.00            | 0.78             |
| 4010-001              | Management Fees                  | 28,600.00           | 28,600.00               | 0.00               | 28,600.00           | 22.27            |
| 4011-001              | Maintenance Person               | 32,000.00           | 24,337.88               | 7,662.12           | 27,000.00           | 21.03            |
| 4012-001              | Office Expense                   | 4,500.00            | 4,447.35                | 52.65              | 4,500.00            | 3.50             |
| 4013-001              | Alarm Monitoring                 | 3,000.00            | 3,000.00                | 0.00               | 3,000.00            | 2.34             |
| 4030-001              | Bad Debt Expense                 | 1,000.00            | 0.00                    | 1,000.00           | 1,000.00            | 0.78             |
|                       | <b>Total Admin</b>               | <b>73,000.00</b>    | <b>63,647.90</b>        | <b>9,352.10</b>    | <b>71,700.00</b>    |                  |
|                       | <b>INSURANCE &amp; TAX</b>       |                     |                         |                    |                     |                  |
| 4100-001              | Insurance - Flood                | 139,882.00          | 130,421.00              | 9,461.00           | 143,500.00          | 111.76           |
| 4104-001              | Insurance - Property/Casual      | 282,000.00          | 269,597.00              | 12,403.00          | 282,000.00          | 219.63           |
| 4150-001              | Fees Payable to Division         | 428.00              | 428.00                  | 0.00               | 428.00              | 0.33             |
| 4154-001              | Corporation Annual Report        | 61.25               | 61.25                   | 0.00               | 61.25               | 0.05             |
|                       | <b>Total Insurance &amp; Tax</b> | <b>422,371.25</b>   | <b>400,507.25</b>       | <b>21,864.00</b>   | <b>425,989.25</b>   |                  |
|                       | <b>BUILDINGS</b>                 |                     |                         |                    |                     |                  |
| 4205-001              | A/C Contract                     | 20,601.00           | 14,040.00               | 6,561.00           | 20,601.00           | 16.04            |
| 4208-001              | Pest Control - Buildings         | 4,449.00            | 4,446.00                | 3.00               | 4,449.00            | 3.46             |
| 4212-001              | Fire Equipment Maintenance       | 6,000.00            | 8,893.00                | (2,893.00)         | 6,000.00            | 4.67             |
| 4215-001              | Janitorial Services              | 5,720.00            | 5,720.00                | 0.00               | 5,720.00            | 4.45             |
| 4220-001              | Termite System                   | 21,940.00           | 22,131.00               | (191.00)           | 23,500.00           | 18.30            |
| 4270-001              | Building Maintenance             | 18,000.00           | 16,983.00               | 1,017.00           | 18,000.00           | 14.02            |
| 4271-001              | Building Repairs                 | 5,000.00            | 7,708.00                | (2,708.00)         | 5,000.00            | 3.89             |
|                       | <b>Total Buildings</b>           | <b>81,710.00</b>    | <b>79,921.00</b>        | <b>1,789.00</b>    | <b>83,270.00</b>    |                  |
|                       | <b>GROUNDS</b>                   |                     |                         |                    |                     |                  |
| 4304-001              | Pool Maintenance & Supplies      | 13,000.00           | 13,000.00               | 0.00               | 13,000.00           | 10.12            |
| 4305-001              | Pool Heat                        | 8,000.00            | 8,452.26                | (452.26)           | 8,000.00            | 6.23             |
| 4306-001              | Pool Furniture                   | 1,000.00            | 500.00                  | 500.00             | 1,000.00            | 0.78             |
| 4310-001              | Landscape Maintenance            | 45,932.00           | 46,359.11               | (427.11)           | 44,916.00           | 34.98            |
| 4312-001              | Pest Control - Grounds           | 8,200.00            | 6,800.00                | 1,400.00           | 7,000.00            | 5.45             |
| 4316-001              | Plant / Tree Replacement         | 10,000.00           | 10,023.96               | (23.96)            | 10,000.00           | 7.79             |
| 4318-001              | Tree Trimming                    | 7,500.00            | 7,500.00                | 0.00               | 7,500.00            | 5.84             |
| 4320-001              | Lift Station Maintenance         | 8,200.00            | 8,088.07                | 111.93             | 8,200.00            | 6.39             |
| 4325-001              | Irrigation Maintenance           | 13,200.00           | 13,111.46               | 88.54              | 13,200.00           | 10.28            |
| 4328-001              | Bridge Agreement                 | 0.00                | 0.00                    | 0.00               | 0.00                | 0.00             |
| 4330-001              | Misc Grounds Expenses            | 2,000.00            | 1,505.70                | 494.30             | 1,500.00            | 1.17             |
|                       | <b>Total Grounds</b>             | <b>117,032.00</b>   | <b>115,340.56</b>       | <b>1,691.44</b>    | <b>114,316.00</b>   |                  |
|                       | <b>UTILITIES/OTHER</b>           |                     |                         |                    |                     |                  |
| 4601-001              | Electricity                      | 12,500.00           | 10,943.56               | 1,556.44           | 11,000.00           | 8.57             |
| 4604-001              | Cable                            | 118,063.80          | 108,738.94              | 9,324.86           | 111,896.00          | 87.15            |
| 4605-001              | Telephone / Conference Calls     | 800.00              | 681.93                  | 118.07             | 800.00              | 0.62             |
| 4606-001              | Trash                            | 25,500.00           | 26,010.48               | (510.48)           | 25,500.00           | 19.86            |
| 4608-001              | Water                            | 35,000.00           | 30,208.10               | 4,791.90           | 32,000.00           | 24.92            |
| 4610-001              | Sewer                            | 78,182.00           | 81,613.20               | (3,431.20)         | 83,000.00           | 64.64            |
| 4901-001              | Contingency/Projects             | 15,000.00           | 3,149.00                | 11,851.00          | 11,584.51           | 9.02             |
|                       | <b>Total Utilities</b>           | <b>285,045.80</b>   | <b>261,345.21</b>       | <b>23,700.59</b>   | <b>275,780.51</b>   |                  |
|                       | <b>SubTotal Expenses</b>         | <b>979,159.05</b>   | <b>920,761.92</b>       | <b>58,397.13</b>   | <b>971,055.76</b>   |                  |
|                       | <b>RESERVES</b>                  |                     |                         |                    |                     |                  |
| 4920-001              | Reserve Allocation               | 81,468.86           | 137,838.91              | (56,370.05)        | 89,572.15           | 69.76            |
|                       | <b>Total Reserves</b>            | <b>81,468.86</b>    | <b>137,838.91</b>       | <b>(56,370.05)</b> | <b>89,572.15</b>    |                  |
|                       | <b>Total Expenses</b>            | <b>1,060,627.91</b> | <b>1,058,600.83</b>     | <b>2,027.08</b>    | <b>1,060,627.91</b> |                  |
|                       | <b>Net Income</b>                | <b>0.00</b>         | <b>4,690.69</b>         | <b>0.00</b>        |                     |                  |
|                       |                                  | <b>2018</b>         |                         |                    | <b>2019</b>         |                  |
|                       | Maintenance Fees -Monthly        | <b>675.00</b>       |                         |                    | <b>675.00</b>       |                  |

**Blind Pass Condominium Assn Inc  
Reserve Schedule Jan 1, 2018 - Dec. 31, 2019**

|                                  | Life<br>Expected<br>Years | Estimated<br>Replacement<br>Cost | Remaining<br>Life<br>Years | Balance<br>as of<br>12/31/2017 | Expenditures<br><u>2018</u> | Contributions<br><u>2018</u> | Est.<br>Balance<br>as of<br>12/31/2018 | 2019<br>Fully Funded<br>Reserve<br>Required |
|----------------------------------|---------------------------|----------------------------------|----------------------------|--------------------------------|-----------------------------|------------------------------|--|---|
| Building Painting/Repairs        | 8                         | \$ 120,000.00                    | 5                          | \$ 15,559.14                   | \$ -                        | \$ -                         | \$ 15,559.14                           | \$20,888                                    |
| Building Painting - Carprts Misc | 8                         | \$ 16,000.00                     | 5                          | \$ 16,887.00                   | \$ -                        | \$ -                         | \$ 16,887.00                           | \$0   |
| Clear Seal - Rail/Decks/Stairs   | 6                         | \$ 7,500.00                      | 1                          | \$ 7,500.00                    | \$ 2,500.00                 | \$ -                         | \$ 5,000.00                            | \$2,500                                     |
| A/C Conden Unit Clubhse (2) 3T   | 10                        | \$ 4,800.00                      | 8                          | \$ 1,437.43                    | \$ -                        | \$ 840.64                    | \$ 2,278.08                            | \$315                                       |
| A/C Air Handler - Clubhse (2)    | 10                        | \$ 4,200.00                      | 8                          | \$ 1,817.41                    | \$ -                        | \$ 595.65                    | \$ 2,413.06                            | \$223                                       |
| Heat Pumps - Pool (2)            | 5                         | \$ 10,000.00                     | 4                          | \$ 8,097.06                    | \$ -                        | \$ 380.59                    | \$ 8,477.65                            | \$381                                       |
| Well Pump 3 Hp Sub/Well          | 5                         | \$ 8,200.00                      | 4                          | \$ 2,967.48                    | \$ -                        | \$ 1,308.13                  | \$ 4,275.61                            | \$981                                       |
| Fire Detection System            | 10                        | \$ 60,000.00                     | 6                          | \$ 39,518.61                   | \$ 3,644.00                 | \$ 2,806.23                  | \$ 38,680.84                           | \$3,553                                     |
| Pool Resurfacing                 | 15                        | \$ 22,000.00                     | 1                          | \$ 21,000.00                   | \$ -                        | \$ 1,166.67                  | \$ 22,166.67                           | \$0   |
| Pool Ceramic Tile Trim           | 15                        | \$ 10,400.00                     | 1                          | \$ 10,400.00                   | \$ -                        | \$ -                         | \$ 10,400.00                           | \$0   |
| Pool Equipment                   | 5                         | \$ 25,000.00                     | 3                          | \$ 25,813.26                   | \$ 4,300.00                 | \$ -                         | \$ 21,513.26                           | \$1,162                                     |
| Pool Fence 4' Aluminum           | 20                        | \$ 13,000.00                     | 16                         | \$ 1,418.27                    | \$ -                        | \$ 681.28                    | \$ 2,099.54                            | \$681                                       |
| Tennis Court Resurface / Concr   | 6                         | \$ 11,000.00                     | 1                          | \$ 10,000.00                   | \$ -                        | \$ 1,000.00                  | \$ 11,000.00                           | \$0   |
| Tennis Court Resurface Asphlt    | 8                         | \$ 4,000.00                      | 3                          | \$ 4,303.64                    | \$ -                        | \$ -                         | \$ 4,303.64                            | \$0   |
| Tennis Fence 10' Vinyl           | 20                        | \$ 4,000.00                      | 4                          | \$ 2,989.83                    | \$ -                        | \$ 252.54                    | \$ 3,242.37                            | \$189                                       |
| Tennis Fence 10' Chain Link      | 24                        | \$ 4,900.00                      | 13                         | \$ 1,165.02                    | \$ -                        | \$ 287.31                    | \$ 1,452.32                            | \$265                                       |
| Perimeter Fence 6' Chain Link    | 16                        | \$ 10,000.00                     | 3                          | \$ 7,004.27                    | \$ -                        | \$ 748.93                    | \$ 7,753.20                            | \$749                                       |
| Tiki Huts, Thatch Roofs (3)      | 8                         | \$ 3,500.00                      | 7                          | \$ 3,500.00                    | \$ -                        | \$ -                         | \$ 3,500.00                            | \$0   |
| Lift Station                     | 10                        | \$ 15,000.00                     | 3                          | \$ 9,642.86                    | \$ -                        | \$ 1,339.29                  | \$ 10,982.14                           | \$1,339                                     |
| Irrigation                       | 10                        | \$ 10,000.00                     | 5                          | \$ (1,982.00)                  | \$ -                        | \$ 1,997.00                  | \$ 15.00                               | \$1,997                                     |
| Wood Bridge Replacement          | 25                        | \$ 34,000.00                     | 13                         | \$ 15,492.90                   | \$ -                        | \$ 1,321.94                  | \$ 16,814.84                           | \$1,322                                     |
| Carpeting - Clubhouse            | 10                        | \$ 4,200.00                      | 1                          | \$ 4,518.83                    | \$ -                        | \$ -                         | \$ 4,518.83                            | \$0   |
| Furnishings Replacement Club     | 12                        | \$ 3,464.00                      | 1                          | \$ 3,726.96                    | \$ -                        | \$ -                         | \$ 3,726.96                            | \$0   |
| Wood Stairs A D G                | 15                        | \$ 20,000.00                     | 9                          | \$ 6,246.84                    | \$ -                        | \$ 1,375.32                  | \$ 7,622.16                            | \$1,375                                     |
| Wood Stairs B C E F              | 15                        | \$ 20,000.00                     | 9                          | \$ 6,734.70                    | \$ -                        | \$ 1,326.53                  | \$ 8,061.23                            | \$1,327                                     |
| Walkway Deck A D G               | 15                        | \$ 18,000.00                     | 9                          | \$ 5,252.84                    | \$ -                        | \$ 1,274.72                  | \$ 6,527.55                            | \$1,275                                     |
| Walkway Deck B C E F             | 15                        | \$ 35,000.00                     | 9                          | \$ 10,122.77                   | \$ -                        | \$ 2,487.72                  | \$ 12,610.49                           | \$2,488                                     |
| Walkway Railings A D G           | 15                        | \$ 10,000.00                     | 9                          | \$ 3,367.34                    | \$ -                        | \$ 663.27                    | \$ 4,030.61                            | \$663                                       |
| Walkway Railings B C E F         | 15                        | \$ 18,000.00                     | 9                          | \$ 6,061.22                    | \$ -                        | \$ 1,193.88                  | \$ 7,255.10                            | \$1,194                                     |
| Gutters / Downspouts All         | 20                        | \$ 54,000.00                     | 14                         | \$ 19,826.37                   | \$ -                        | \$ 2,278.24                  | \$ 22,104.61                           | \$2,278                                     |
| Wood Siding -Clubhouse           | 24                        | \$ 17,776.00                     | 9                          | \$ 9,909.46                    | \$ -                        | \$ 786.65                    | \$ 10,696.11                           | \$787                                       |
| Paving Sealcoating               | 7                         | \$ 6,000.00                      | 3                          | \$ 5,524.44                    | \$ -                        | \$ 158.52                    | \$ 5,682.96                            | \$106                                       |
| Paving Resurface Bow Bch         | 20                        | \$ 8,000.00                      | 17                         | \$ 1,557.89                    | \$ -                        | \$ 378.95                    | \$ 1,936.84                            | \$357                                       |
| Paving Resurface Sea Bell        | 20                        | \$ 18,250.00                     | 15                         | \$ 3,522.12                    | \$ -                        | \$ 981.86                    | \$ 4,503.98                            | \$916                                       |

|                                   |    |                        |    |                      |                     |                     |                      |                 |
|-----------------------------------|----|------------------------|----|----------------------|---------------------|---------------------|----------------------|-----------------|
| Insurance Deductible              | 10 | \$ 250,000.00          | 8  | \$ 176,903.89        | \$ 45,198.00        | \$ 22,632.70        | \$ 154,338.59        | \$11,958        |
| Roof Replace , Shingle            | 15 | \$ 450,000.00          | 10 | \$ 293,379.42        | \$ -                | \$ 26,103.43        | \$ 319,482.85        | \$13,052        |
| Roof Replace, Mod.Bit/Crpt - All  | 13 | \$ 36,000.00           | 1  | \$ 30,500.00         | \$ 5,500.00         | \$ -                | \$ 25,000.00         | \$11,000        |
| Roof Replace Mod.Bit Crpts        | 13 | \$ 50,000.00           | 6  | \$ 19,394.67         | \$ -                | \$ 5,100.89         | \$ 24,495.56         | \$4,251         |
| Roof Replace Mod Bit "PO"         | 13 | \$ 1,500.00            | 1  | \$ 1,500.00          | \$ -                | \$ -                | \$ 1,500.00          | \$0             |
| Roof Replace Mod.Bit - Pool Equip | 13 | \$ 1,500.00            | 1  | \$ 1,500.00          | \$ -                | \$ -                | \$ 1,500.00          | \$0             |
| Reserve Interest                  | 0  | \$ -                   | 1  | \$ 20,766.00         | \$ 1,413.00         | \$ -                | \$ 19,353.00         | \$0             |
| <b>TOTALS</b>                     |    | <b>\$ 1,419,190.00</b> |    | <b>\$ 834,847.93</b> | <b>\$ 62,555.00</b> | <b>\$ 81,468.86</b> | <b>\$ 853,761.78</b> | <b>\$89,572</b> |

2018 Expenditures:

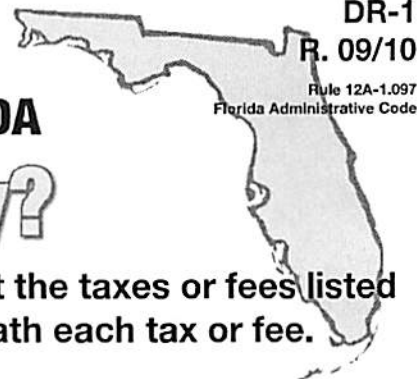
|                    |              |
|--------------------|--------------|
| Pool Heater        | \$ 4,300.00  |
| Irma Damage        | \$ 45,198.00 |
| Carport roofs      | \$ 5,500.00  |
| Fire Panel NEW     | \$ 3,644.00  |
| Dumpster Enclosure | \$ 1,413.00  |

**2019 Yearly Contribution/Unit: \$837**

**2018 Yearly Contribution/Unit: \$761**



# APPLICATION TO COLLECT AND/OR REPORT TAX IN FLORIDA



## Who must apply?

You may be required to register to collect, accrue, and remit the taxes or fees listed below if you are engaged in any of the activities listed beneath each tax or fee.

### Sales Tax

| Complete Sections<br>A, B, and H  | Pay \$5 fee<br>(in-state only)* |
|---|---------------------------------|
| <ul style="list-style-type: none"> <li>Sales, leases, or licenses to use certain property or goods (tangible personal property).</li> <li>Sales and rentals/admissions, amusement machine receipts, or vending machine receipts for all taxable items.</li> <li>Repair or alteration of tangible personal property.</li> <li>Leases or licenses to use commercial real property (includes management companies).</li> <li>Rental of transient (six months or less) living or sleeping accommodations (includes management companies). A local tourist development tax (bed tax) may also apply. Contact the taxing authority in the county where the property is located.</li> <li>Sales or rental of self-propelled, power-drawn, or power-driven farm equipment.</li> <li>Sales of electric power or energy.</li> <li>Sales of prepaid telephone calling cards.</li> <li>Sales of commercial pest control services, nonresidential building cleaning services, commercial/residential burglary and security services, or detective services.</li> <li>Sales of secondhand goods. A secondhand dealer registration (Form DR-1S) may also be required.</li> </ul> |                                 |
| <p>*Note: If you are registering an in-state business or property location, you must submit a \$5 fee with this application. Online registration is free.</p>   |                                 |

### Use Tax

| Complete Sections<br>A, B, and H   | NO fee |
|--|--------|
| <ul style="list-style-type: none"> <li>Any taxable purchases that were not taxed by the seller at the time of purchase.</li> <li>Repeated untaxed purchases through the Internet or from out-of-state vendors.</li> <li>Any purchases originally for resale, but later used or consumed by your business or for personal use.</li> <li>Use of dyed diesel fuel for off-road purposes.</li> </ul> |        |

### Unemployment Tax

| Complete Sections<br>A, D, and H  | NO fee |
|---|--------|
| <ul style="list-style-type: none"> <li>Paid wages of \$1,500 in any quarter or employed at least one worker for 20 weeks in a calendar year. (Payments made to corporate officers are wages.)</li> <li>Applicant is a governmental entity, Indian tribe or tribal unit.</li> <li>Hold a section 501(c)(3) exemption from federal income tax and employ four or more workers for 20 weeks in a calendar year.</li> <li>Agricultural employer with a \$10,000 cash quarterly payroll, or who employs five or more workers for 20 weeks in a calendar year.</li> <li>Private home or college club that paid \$1,000 cash in a quarter for domestic services.</li> <li>Acquired all or part of the organization, trade, business, or assets of a liable employer.</li> <li>Liable for federal unemployment taxes.</li> <li>Previously liable for unemployment tax in the State of Florida.</li> </ul> |        |

### Gross Receipts Tax

New for 2006

| Complete Sections<br>A, E, and H   | NO fee |
|--|--------|
| <ul style="list-style-type: none"> <li>Sales or delivery of electricity or gas.</li> <li>Importation /severance of electricity or natural gas for one's own use where gross receipts tax has not been paid.</li> </ul> |        |

## Register Online

It's FREE,  
fast, easy,  
and secure



You can file this application online, via the Department's Internet site at [www.myflorida.com/dor/eservices/apps/register](http://www.myflorida.com/dor/eservices/apps/register). There is no fee for Internet registration. See instructions, next page.

### Communications Services Tax

| Complete Sections<br>A, G, and H   | NO fee |
|--|--------|
| <ul style="list-style-type: none"> <li>Sales of communications services (telephone, paging, certain facsimile services, videoconferencing).</li> <li>Sales of cable services.</li> <li>Sales of direct-to-home satellite services.</li> <li>Resellers (for example, pay telephones and prepaid calling arrangements).</li> <li>Seeking a direct pay permit.</li> </ul> |        |

### Solid Waste Fees and Pollutants Tax

| Complete Sections<br>A, B, C, and H  | Pay \$30 fee<br>(drycleaning only)* |
|--|-------------------------------------|
| <ul style="list-style-type: none"> <li>Sales of new tires for motor vehicles.</li> <li>Sales of new or remanufactured lead-acid batteries.</li> <li>Rental or lease of motor vehicles to others.</li> <li>Sales of dry-cleaning services (plants or drop-off facilities). *Note: You must submit a \$30 fee with this application. Online registration is free.</li> </ul> |                                     |

### Documentary Stamp Tax

| Complete Sections<br>A, F, and H   | NO fee |
|--|--------|
| <ul style="list-style-type: none"> <li>Entering into written financing agreements (five or more transactions per month).</li> <li>Making title loans.</li> <li>Self-financing dealers (buy here - pay here).</li> <li>Banks, mortgage companies, and consumer finance companies.</li> <li>Promissory notes.</li> </ul> |        |

### How can I register online?

The DR-1 application is on the Department's web site at [www.myflorida.com/dor/eservices/apps/register](http://www.myflorida.com/dor/eservices/apps/register). An interactive wizard will guide you through an application from start to finish. Before you begin, gather specific information about your business activities, location, and beginning dates. There are no fees for online registration.

Sales and use tax certificate numbers will be issued within three business days of your online submission. After that time, you can return to the site and retrieve your certificate number.

### How can I be sure that the information I submit online is secure?

The Department's Internet registration site uses 128-bit secure socket layer technology and has been certified by VeriSign, an industry leader in data security.

### If a husband and wife jointly operate and own a business, what type of ownership must we indicate?

Normally, when a husband and wife jointly own and operate a business, the ownership is a "partnership." We suggest you contact the Internal Revenue Service for more information on partnership reporting requirements.

### What will I receive from the Department once I register?

1. A *Certificate of Registration* or notification of liability for the tax(es) for which you registered.

2. Personalized returns or reports for filing, with instructions.
3. For active sales tax and communications services tax dealers, an *Annual Resale Certificate* will accompany the *Certificate of Registration*.

### What is an Annual Resale Certificate?

The Department issues *Annual Resale Certificates* to active, registered sales tax dealers and communications services tax dealers. The *Annual Resale Certificate* allows businesses to make tax-exempt purchases from their suppliers, provided the item or service is purchased for resale. A copy of a current *Annual Resale Certificate* must be extended to the supplier; otherwise, tax must be paid on the transaction at the time of purchase. Tax Information Publication (TIP) 99A01-34 explains the resale provisions for sales and use tax. TIP 01BER-01 explains the resale provisions for communications services tax. Consult the Department's Internet site for further information. Misuse of the *Annual Resale Certificate* will subject the user to penalties as provided by law.

### What are my responsibilities?

1. You must register for all taxes for which you are liable before beginning business activities, otherwise you may be subject to penalties. For more information, visit our Internet site or contact Taxpayer Services.
2. Complete and return this application to the Florida Department of Revenue with the applicable registration fee. IF MAILING, DO NOT SEND CASH. SEND CHECK OR MONEY ORDER.

3. Collect and/or report tax appropriately, maintain accurate records, post your certificate (if required), and file returns and reports timely. A return/report must be filed even if no tax is due.
4. Notify the Department if your address changes, your business entity or activity changes, you open additional locations, or you close your business.
5. Provide your certificate or account number on all returns, remittances, and correspondence.

### What if my business has more than one location?

**Sales tax:** You must complete a separate application for each location. **Gross receipts tax on electric power or gas:** You have the option of registering all locations under one account number or separately registering each location. **Documentary stamp tax:** You must register each location where books and records are maintained. **Communications services tax and unemployment tax:** You must register each entity that has its own Federal Employer Identification Number (FEIN).

**Solid waste fees and pollutants tax (rental car surcharge):** You must register for each county where you have a rental location.

### What if I am managing commercial or residential rental property for others?

For sales tax, commercial property managers must use this application; residential property managers may use Form DR-1C, *Application for Collective Registration for Rental of Living or Sleeping Accommodations*. Contact Account Management at 800-352-3671 for assistance.

## FLORIDA DEPARTMENT OF REVENUE SERVICE CENTERS

**Alachua Service Center**  
14107 US Highway 441 Ste 100  
Alachua FL 32615-6390  
386-418-4444 (ET)

**Clearwater Service Center**  
Arbor Shoreline Office Park  
19337 US Highway 19 N Ste 200  
Clearwater FL 33764-3149  
727-538-7400 (ET)

**Cocoa Service Center**  
2428 Clearlake Rd Bldg M  
Cocoa FL 32922-5731  
321-504-0950 (ET)

**Coral Springs Service Center**  
Florida Sunrise Tower  
3111 N University Dr Ste 501  
Coral Springs FL 33065-5096  
954-346-3000 (ET)

**Daytona Beach Service Center**  
1821 Business Park Blvd  
Daytona Beach FL 32114-1230  
386-274-6600 (ET)

**Fort Myers Service Center**  
2295 Victoria Ave Ste 270  
Fort Myers FL 33901-3871  
239-338-2400 (ET)

**Fort Pierce Service Center**  
Benton Building  
337 N US Highway 1 Ste 207-B  
Fort Pierce FL 34950-4255  
772-429-2900 (ET)

**Jacksonville Service Center**  
921 N Davis St A250  
Jacksonville FL 32209-6829  
904-359-6070 (ET)

**Lake City Service Center**  
1401 W US Highway 90 Ste 100  
Lake City FL 32055-6123  
386-758-0420 (ET)

**Lakeland Service Center**  
115 S Missouri Ave Ste 202  
Lakeland FL 33815-4600  
863-499-2260 (ET)

**Leesburg Service Center**  
1415 S 14th St Ste 103  
Leesburg FL 34748-6686  
352-315-4470 (ET)

**Maitland Service Center**  
Bldg 200 Ste 160  
2301 Maitland Center Parkway  
Maitland FL 32751-4192  
407-475-1200 (ET)

**Marianna Service Center**  
4230 Lafayette St Ste D  
Marianna FL 32446-8231  
850-482-9518 (CT)

**Miami Service Center**  
8175 NW 12th St Ste 119  
Miami FL 33126-1828  
305-470-5001 (ET)

**Naples Service Center**  
3073 Horseshoe Dr S Ste 110  
Naples FL 34104-6145  
239-434-4858 (ET)

**Panama City Service Center**  
210 N Tyndall Parkway  
Panama City FL 32404-6432  
850-872-4165 (CT)

**Pensacola Service Center**  
3670C N L St  
Pensacola FL 32505-5217  
850-595-5170 (CT)

**Port Richey Service Center**  
6709 Ridge Rd Ste 300  
Port Richey FL 34668-6842  
727-841-4407 (ET)

**Sarasota Service Center**  
Sarasota Main Plaza  
1991 Main St Ste 240  
Sarasota FL 34236-5940  
941-361-6001 (ET)

**Tallahassee Service Center**  
267 John Knox Rd Ste 200  
Tallahassee FL 32303-6692  
850-488-9719 (ET)

**Tampa Service Center**  
Ste 100  
6302 E Martin Luther King Blvd  
Tampa FL 33619-1166  
813-744-6590 (ET)

**West Palm Beach Service Center**  
2468 Metrocentre Blvd  
West Palm Beach FL 33407-3105  
561-640-2800 (ET)

**CT—Central Time**  
**ET—Eastern Time**

### Account Management

5050 W Tennessee St  
Tallahassee, FL 32399-0100  
800-352-3671

### Taxpayer Services

800-352-3671 or  
TDD: 800-367-8331

### Internet Site

[www.myflorida.com/dor](http://www.myflorida.com/dor)

### Tax Law Library

[www.myflorida.com/dor/law](http://www.myflorida.com/dor/law)