

**ESCAMBIA COUNTY, FLORIDA
TDT REGISTRATION FORM INSTRUCTIONS**

1. RENTAL PROPERTY INFORMATION
Enter the actual physical location (street) address, including unit number, of the rental property. A post office box is not an acceptable address. Include the name of the condominium or subdivision where applicable.
2. OWNER INFORMATION
Enter the owner's name (i.e. individual, partner, or corporate name, whichever is applicable), mailing address, and telephone number.
3. MANAGER OR TENDANT INFORMATION
Enter the contact name (i.e. operator, property manager, tenant) address and telephone number. The contact information relates to those individuals responsible for collecting and remitting the tourist development tax for the rental property.
4. TYPE OF BUSINESS ORGANIZATION
Check the appropriate box. If other, please specify.
5. TYPE OF RENTAL
Check the applicable box relating to the general type of rental business activity being conducted at the rental property address.
6. NUMBER OF RENTAL UNITS
Please indicate the number of units located at the rental property address.
7. PRIOR USAGE DISCLOSURE
Check the applicable box and include prior unreported transient rentals, if applicable.
8. FLORIDA STATE CERTIFICATE NUMBER
Enter your Florida sales tax certificate number for the rental property covered by this registration form.
9. ACKNOWLEDGEMENT
Check the box acknowledging that you are aware that all filing are to be submitted on a monthly basis even if no revenue is earned.
10. APPLICANT'S SIGNATURE
All registration forms should be signed, appropriate title inserted and dated. Print name and email address(s).

All registration forms or questions regarding Escambia County Tourist Development Tax should be forwarded to (850) 595-4829 or tdt@escambiaclerk.com

ESCAMBIA COUNTY, FLORIDA
TOURIST DEVELOPMENT TAX

REGISTRATION FORM

1. RENTAL PROPERTY INFORMATION

(Attach List if Necessary)

BUSINESS NAME (IF APPLICABLE)	
STREET ADDRESS INCLUDING UNIT NUMBER	
CITY	STATE ZIP CODE
DATE RENTAL ACTIVITY BEGAN	
DATE PROPERTY PURCHASED	

7. PRIOR USAGE DISCLOSURE

- PERSONAL USE ONLY, NO INCOME DERIVED
- PREVIOUSLY LONG-TERM RENTAL WITH QUALIFYING LEASE
- PROPERTY MANAGED BY _____

2. OWNER INFORMATION

(Attach List if Necessary)

NAME	
ADDRESS	
CITY	STATE ZIP CODE
TELEPHONE NUMBER ()	
SOCIAL SECURITY OR FEDERAL ID NUMBER	

SELF MANAGED TRANSIENT RENTALS

(Please provide 3 Year Annual Summary of Transient Income: Monthly for Current Year)

TELEPHONE # () _____

8. FL STATE CERTIFICATE NUMBER/FL DOR ACCOUNT NUMBER

3. MANAGER OR TENANT INFORMATION

(If Not Owner)

NAME	
ADDRESS	
CITY	STATE ZIP CODE
TELEPHONE NUMBER ()	

9. All filings will be submitted on a monthly basis. \$0.00 revenue also requires reporting. Acknowledgement
10. APPLICANT SIGNATURE TITLE/DATE
- _____

PRINT NAME:

PROPERTY OWNER EMAIL ADDRESS:

4. TYPE OF BUSINESS ORGANIZATION

(Check as applicable)

<input type="checkbox"/>	INDIVIDUAL	<input type="checkbox"/>	PARTNERSHIP
<input type="checkbox"/>	CORPORATION	<input type="checkbox"/>	LLC
<input type="checkbox"/>	OTHER		

MANAGER OR TENANT EMAIL ADDRESS:

5. TYPE OF RENTAL (Check as applicable)

<input type="checkbox"/>	HOTEL/MOTEL	<input type="checkbox"/>	RV/MOBILE HOME PARK
<input type="checkbox"/>	CONDOMINIUM	<input type="checkbox"/>	TIME SHARE
<input type="checkbox"/>	APARTMENT	<input type="checkbox"/>	SINGLE FAMILY HOME
<input type="checkbox"/>	CAMPGROUND	<input type="checkbox"/>	OTHER _____
<input type="checkbox"/>	TOWNHOUSE		

6. NUMBER OF RENTAL UNITS

Please print legibly the email address for contact purposes.

RETURN TO:

Tourist Development Tax Department
Pam Childers, Clerk of the Circuit Court & Comptroller
First Judicial Circuit, Escambia County
221 Palatox Place, Suite 110
Pensacola FL 32502
Phone: (850) 595-4829
tdl@escambiaclerk.com

See TDT REGISTRATION FORM INSTRUCTIONS page.



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

Tourist Development Tax Department

221 Palafox Place, Suite 110

Pensacola, FL 32502

Phone: (850) 595-4829

tdt@escambiaclerk.com



TOURIST DEVELOPMENT TAX DUE DATE SCHEDULE

Tourist Development Tax returns are delinquent if a return is postmarked after the twentieth (20th) of the month following the applicable reporting period. A Tourist Development Tax return must be filed each month following an applicable reporting period, even if no rental receipts are collected during that reporting period. Taxable rental receipts include the rental cost, plus any additional fee that is a required contingency to rent (e.g., cleaning fees, pet fees, etc.); provided, however, platform fees (e.g., Airbnb, Vrbo, etc.) are excluded from taxable rental receipts. Delinquent accounts are subject to penalties, interest, and fees assessed by the Escambia County Clerk of the Circuit Court and Comptroller. **THE ESCAMBIA COUNTY TOURIST DEVELOPMENT TAX IS NOT REMITTED TO THE COUNTY BY ANY RENTAL PLATFORM (e.g., AIRBNB OR VRBO). YOU ARE RESPONSIBLE FOR REMITTING THE TAX.**

Reporting Period:

December 2025
January 2026
February 2026
March 2026
April 2026
May 2026
June 2026
July 2026
August 2026
September 2026
October 2026
November 2026
December 2026

Filing and Payment Due Date:

January 20, 2026
February 20, 2026
March 20, 2026
April 20, 2026
May 20, 2026
June 22, 2026
July 20, 2026
August 20, 2026
September 21, 2026
October 20, 2026
November 20, 2026
December 21, 2026
January 20, 2027

Late After:

January 21, 2026
February 21, 2026
March 21, 2026
April 21, 2026
May 21, 2026
June 23, 2026
July 21, 2026
August 21, 2026
September 22, 2026
October 21, 2026
November 21, 2026
December 22, 2026
January 21, 2027

Additional information regarding the Tourist Development Tax can be found on our website: <http://www.escambiaclerk.com>.
Select Financial Services > Tourist Development Tax.

If you have any questions regarding the schedule, please contact the Tourist Development Tax Department.