



Ministry of Tourism and Transport Headquarters  
30 Parliament Street | Hamilton | Bermuda | Tel: 441 296-1574 | E-mail: vacationrentals@gov.bm

### Vacation Rental Certificate Application Form

**Owner Information**

Property Owner Name(s):

Bermudian: Yes  No

Email Address:

Telephone Number:

(Home)  -  -

(Work)  -  -

(Cell)  -  -

Property Owner Full Address:

I confirm that I am the Property Owner: Yes  No

**Property Management or Agency Information (if applicable)**

Company Name:

Manager or Agent Name:

Email Address:

Telephone Number:

(Home)  -  -

(Work)  -  -

(Cell)  -  -

I have permission from the Property Owner to manage or act as an agent for this property: Yes  No

**Vacation Rental Property Information**

Vacation Rental Property Full Address:

Assessment Number(s):

Phone Number Associated with Property:  -  -

Property is (circle which applies):

1. entire house/apartment or condo; or
2. shared house/apartment or condo with other guests; or
3. shared space in an owner occupied home

Vacation Rental Fee will be collected and remitted by: Property Owner:  Property Manager:  Other: \_\_\_\_\_

Listing posted on (Website(s)):

Title of listing:

Total # of beds:

Total # of bathrooms:

Maximum number of guests that can be accommodated on property:

Average nightly rate: \$  (BMD)

Is the Vacation Rental Unit covered under insurance? Yes  No

**Please check all that apply to your Vacation Rental Property:**

- Property is in good condition (fixtures, fittings, furniture and equipment)
- Property has fire extinguisher(s)
- Property has First Aid Kit
- Each bedroom has a fire alarm or smoke detector
- Each bedroom has at least one(1) window or glass door that a guest can open
- Each bedroom has one (1) toilet for every 4 people in room [over age of 12]
- Wheelchair Accessible
- Allows Pets
- Offers breakfast
- Fresh drinking water from tap
- House Rules are provided
- Information Folder is provided (contains transportation info, emergency contact info, tourism literature)
- Telephone land line or cell phone, with current year phone book is provided
- Safety Tips flyer is available in each guest room on night stand or information folder [can be collected from the Ministry Headquarters, or downloaded at [www.gov.bm](http://www.gov.bm)]
- Bermuda map, what to see and do in Bermuda literature is available in each guest room [can be collected from your nearest Visitor Information Centre]
- New guests are personally met upon arrival
- A key is left for new guest(s) upon arrival

**Please circle all that apply to your Vacation Rental Property:**

Property is equipped with:

- Bedding / bath towels / hand towels for number of guests accommodated
- TV/ Free Wi-Fi
- Pots / pans / dishes / cutlery / glasses / fridge / stove / microwave / toaster / oven
- Shampoo / hangers / hair dryer / iron / ironing board / desk or work space
- Air conditioning / heating
- Washer / Dryer
- Pool / beach access
- Twizzy charging station

**Please check to confirm you agree:**

- to register with the Ministry of Economic Development and Tourism, 30 Parliament Street, 3<sup>rd</sup> Floor, Hamilton as a Vacation Rental Property
- to pay [directly, through your vacation rental agent, or other] the 4.50% Vacation Rental Fee (based on your nightly rack rates) to the Bermuda Tourism Authority
- to allow the Ministry of Economic Development and Tourism inspectors access to your property if required by the Ministry. The Ministry reserves the right to inspect as needed.

**I hereby declare that the information I have provided is true and correct, I understand that any misrepresentation made by me or by my representative may render my application invalid.**

Signed by:

Date: \_\_\_\_\_

