

# CITY OF PANAMA CITY BEACH PROPERTY ADDITION FORM

<b>1. Complete Property Address: (NAME OF CONDOMINIUM AND UNIT NUMBER)</b>			
<b>2. Owner's Name:</b>		<b>Phone Number:</b>	
Owner's Mailing Address:	City:	State:	Zip Code:
Zoning of Property Location:	Property Parcel Identification Number: <a href="http://www.baypa.net">www.baypa.net</a>		
Owner's Email Address:	Owner's Business Name if Registered at <a href="http://www.sunbiz.org">www.sunbiz.org</a>		
<b>3. Owner's FEIN/ or Last Four Digits of SS Number:</b>		<b>4. Owner's State Sales Tax Certificate Number:</b>	
<b>5. Prior Management Company</b>		Current Management Company:	First Reporting Month:

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## PROPERTY ADDITION FORM

1. This is the rental property location information. Please provide complete address, name of condominium and unit number. The property should be located within the city limits of Panama City Beach.
2. Owner's name, mailing address, phone and email. If the business has a legal name that is different from the "doing business as" name this must be disclosed. The fictitious name of the business must be registered with the State of Florida at [www.sunbiz.org](http://www.sunbiz.org) per (FS) 205.023.
3. The business Federal Identification or the last four digits of social security number is required.
4. Each business must be registered with the Florida Department of Revenue for state sales tax purposes. If the owner does not have a certificate number, please indicate "applied for". Please contact the Florida Department of Revenue at [www.floridarevenue.com/taxes/](http://www.floridarevenue.com/taxes/) for additional information if needed.
5. Please provide, if known, the name of the prior management company for this owner. Provide the name of the current Management Company and the first reporting month for this unit.

**For Questions:** 850-233-5100  
ext. 2305 Lauryn Pumphrey  
ext. 2318 Terri Jordan  
ext. 2252 Lise-Lott Phlegar

**Return To:**  
City of Panama City Beach  
Business Tax Registration  
116 S. Arnold Road  
Panama City Beach, FL 32413  
Email: [businessstax@pcbfl.gov](mailto:businessstax@pcbfl.gov)