



## SOVEREIGNTY SUBMERGED LANDS LEASE INCOME REPORTING FORMS

As a submerged lands lessee, you are required to report annually to the Division of State Lands all income derived directly or indirectly from the lease area, to report the number and type of wet slips and to certify that all information provided is correct. This includes reporting any income collected by you **or** someone else. The three attached forms must be completed and returned by all lessees.

### Directions for completing forms

**WET SLIP INFORMATION FORM** - This form is for reporting the number and type of wet slips. Please enter the correct number of each type of wet slip at the lease facility and total.

**GROSS INCOME REPORTING FORM** - This form is for reporting direct and indirect income that has been generated within the lease boundary during the timeframe specified. This is required under the terms of your lease and under subsection 18-21.011(1)(a)2, Florida Administrative Code. Please enter the amount of both direct and indirect income generated by month within the lease boundary. The definition of **income** can be found at the bottom of the form.

**CERTIFICATION FORM** - This form is the lessee's confirmation that all information provided is true and correct. This form must be **notarized**.

### General Lease Fee Information

Income is defined in Rule 18-21.003, Florida Administrative Code, as the gross revenue derived directly or indirectly from the use of state-owned submerged lands such as **slip rental, lease or sublease fees, dock or pier admission fees, club membership, stock ownership or equity interest** in activities where increased revenue is attributable to the use of the submerged land. However, gross revenue shall not include pass-through fees for utility services, sale of the facility or sales of products not occurring on sovereignty submerged lands. Gross revenue shall include all future payments made for the transfer of the interest in a slip originally obtained from the Board's lessee, including transfer of slip rights by slip sublessee, slip "sellers", slip interest transfers, new club memberships, and other similar transactions.

If you are required to pay 6% of the income generated on the lease area, you will receive a supplemental invoice for any additional fees owed. To view Chapter 18-21 Florida Administrative Code, on Sovereignty Submerged Lands Management in its entirety go to: <http://www.flrules.org/gateway/ChapterHome.asp?Chapter=18-21>

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF STATE LANDS/BUREAU OF PUBLIC LAND ADMINISTRATION  
3900 COMMONWEALTH BOULEVARD, MS 130  
TALLAHASSEE, FLORIDA 32399-3000  
(850) 245-2720

# (Year) \_\_\_\_ / \_\_\_\_ Wetslip Information Form

Lessee:

Instrument No:

Please complete the following information on all wetslips at the facility .

## I. INFORMATION ON WETSLIPS LOCATED ON STATE-OWNED LANDS

1. Number of **Temporary Slips** - Slips that are not rented and are used as fuel docking, launching or removing boats, restaurants, or store purchases. These slips should be **Non revenue generating slips**.

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2. Number of **Transient Slips**- Slips that are rented on a short term basis.

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3. Number of **Public Slips - open to the public on a "first come, first served" basis**. - Rental term shall be no longer than one year and with no automatic renewal rights or conditions.

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4. Number of Slips **Not Usable** - Slips that are silted in or are in low water.

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5. Number of Slips **Sold, Subleased, Licensed, Assigned**, etc. - *Attach a copy of the document which represents the sale, sublease, license or assignment. The document should include the sublessee's name, unit number, the slip number, and the amount of the transaction.*

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6. Number of **Private Slips**, not rented to the public - Slips used for personal mooring, Association common area, etc.

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**Total Number of Slips on State-Owned Lands, Add lines 1 through 6**

Is your facility a Pier with Admission Fees?

YES      NO

Circle One

Boating has a tremendous economic impact on the State of Florida each year. In an effort to learn if boaters have an adequate number of slips around the state, we are requesting information on wetslips that are not within a state-owned submerged land lease. **No income generated from these slips is to be reported.**

Please provide for informational purposes.

## II. INFORMATION ON WETSLIPS LOCATED ON PRIVATELY-OWNED LAND

1. Number of **Slips Sold, Subleased, Licensed, Assigned**, etc:

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2. Number of **Public Slips - open to the public on a "first come, first served" basis**.

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3. Number of **Private Slips**, not rented to the public - Slips used for personal mooring, Association common area, etc.

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**Total Number of Slips on Privately-Owned Lands, Add lines 1 through 3**

(Year) \_\_\_\_ / \_\_\_\_ **GROSS INCOME REPORTING FORM**

Lessee:

Instrument No:

**Report direct and indirect gross income by month below.**

Month	Year	Direct Income	Indirect Income
<b>The beginning month is the Anniversary month of your lease.</b>		All income received directly by Lessee from transactions within the lease boundary. *	All income received by someone other than the Lessee for transactions involving the use of state-owned submerged land within the Lessee's lease boundary.
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTALS</b>		\$	\$

**Every month must be filled out even if income for the month is zero.**

**"Enter Zero if slips are non-revenue generating or generated \$0.00"**

\* Income is defined in chapter 18-21.003, Florida Administrative Code, as the gross revenue derived directly or indirectly from the use of state-owned submerged lands such as slip rental, lease or sublease fees, dock or pier admission fees, club membership, stock ownership or equity interest in activities where increased revenue is attributable to the use of the submerged land. However, gross revenue shall not include pass-through fees such as fees for utility services, sale of the facility or sales of products not occurring on sovereignty submerged lands. Gross revenue shall include all future payments made for the transfer of the interest in a slip originally obtained from the Board's lessee, including transfer of slip rights by slip sublessee's, slip "sellers", slip interest transfers, new club memberships, and other similar transactions.

*PLEASE ATTACH A LIST OF ANY SLIP TRANSFERS AS DEFINED ABOVE INCLUDING THE SLIP NUMBER, AMOUNT OF INCOME RECEIVED, SUBLESSEE'S NAME AND UNIT NUMBER, IF APPLICABLE.*

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# CERTIFICATION

Instrument No. \_\_\_\_\_

Lessee Name: \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: (      ) \_\_\_\_\_  
(Please provide area code)

Facility Address: \_\_\_\_\_

City/County/Zip: \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief, the information contained on the Wetslip Information Form and the Gross Income Reporting Form is true and correct and I am aware that an intentional false statement herein will be grounds for cancellation of this lease.

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Printed Name of Signature

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

Personally Known \_\_\_\_\_

(SEAL)

OR Produced Identification \_\_\_\_\_

Type of identificaiton produced \_\_\_\_\_

Notary Signature \_\_\_\_\_

Commission Expir \_\_\_\_\_