



# DEPARTMENT OF SUSTAINABLE DEVELOPMENT- CODE COMPLIANCE VACATION RENTAL REGISTRATION APPLICATION

Rev: 4 | Revision Date: 1/9/2017 | Print Date:1/9/2017  
I.D. Number: DSD-CC-01

Select All That Apply	
New Application	
Renewal Application	
Certificate of Compliance #	
Update Application	
Homestead?	

**This packet includes the following documents:**

1. Vacation Rental Application
2. Vacation Rental Affidavit of Compliance

Property Information			
Vacation Rental Address			
Legal Description			
Land Line Phone #			
# of Bedrooms		# of Units	
# Parking Spaces		Swimming Pool?	
# of Garbage Cans?		Hot Tub?	

Property Owner Contact Information			
Name			
Primary Phone		Secondary Phone	
Home Address			
Mailing Address			
Email			
Responsible Party?	Yes	No	

Responsible Party Contact Information (If party is not the property owner)			
Name			
Primary Phone		Secondary Phone	
Home Address			
Mailing Address			
Email			

Signature of the owner/responsible party grants authorization to the City of Fort Lauderdale staff to inspect the premises of the vacation rental unit prior to the issuance of the Certificate of Compliance and at any other time after issuance of certificate concerning compliance with City of Fort Lauderdale Chapter 11. Signature also certifies that the owner/responsible party has read and examined this application and knows that same is true and correct.

Applicant Name (Please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Please ensure that all items listed below are submitted with the application. Failure to provide these items will result in the application being rejected. **Applications will no longer be placed on hold.** With the exception of the City of Fort Lauderdale Business Tax License, copies of all licenses/certificates are required. Applications for licenses/certificates are not accept.

Required Documents	Pass	Fail
Completed and Signed Vacation Rental Application. Four units or less entirely under one (1) roof requires only one application, and payment of one vacation rental fee.  If there are five units or more, a separate application and vacation rental fee are required for each unit <b>or</b> a letter stating the other units are not vacation rentals must be provided.		
Notarized authorization letter if the applicant is not the property owner.		
Proof of Property Ownership (BCPA or Sunbiz)		
Lease agreement that includes information required in subsection 15-278.		
A sketch or photograph of the location of the off-street parking spaces.		
Licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.		
License with the Florida Department of Revenue for sales tax collection.		
Broward County Business Tax Receipt		
Broward County for Tourist Development Tax.		
City of Fort Lauderdale Business Tax <u>Application</u> submitted with the Vacation Rental Application to <a href="mailto:vacationrental@fortlauderdale.gov">vacationrental@fortlauderdale.gov</a> . This application <b><u>does not</u></b> need to be provided to the Business Tax Office.		



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### Affidavit of Compliance

Before me, the undersigned authority personally appeared \_\_\_\_\_ who, after being duly sworn, says he/she personally knows the facts stated herein.

1. As of the date this affidavit is signed, I am the known owner of or person who is a principal of an entity that owns the residence located at \_\_\_\_\_ Fort Lauderdale, Florida.
2. On \_\_\_\_\_, I submitted an application for the registration of a residence as a vacation rental and request for a Certificate of Compliance to the City of Fort Lauderdale.
3. I hereby certify that the Vacation Rental is in compliance with the provision of Chapter 15, Article X of the City of Fort Lauderdale Code of Ordinances and other applicable local, state, and federal laws, regulation, and standards to include, but not be limited to Chapter 509, Florida Statutes, and Rules, Chapter 61C and 69A, Florida Administrative Code, and will continue to operate within those guidelines including but not limited to the following:

#### **Vacation Rental Compliance Requirements and Standards:**

1. **Licensing:** Obtain and maintain City of Fort Lauderdale Business Tax Receipt, Broward County Business Tax Receipt, Florida Department of Revenue certificate of registration for purposes of collecting and remitting tourist development taxes, sales surtaxes and transient rental taxes, Broward County for Tourist Development Tax; and Department of Business and Professional Regulation license as a transient public lodging establishment.
2. **Trash Pick-Up:** No solid waste container shall be located at the curb for pickup before 6:00 p.m. of the day prior to pick up, and solid waste container must be removed before midnight of the day of pickup. The property must be free of garbage and litter except the storage of garbage, and litter in authorized receptacles.
3. **Local Telephone Service:** At least one landline telephone with the ability to call 911 shall be available in the main level common area in the vacation rental.
4. **Fees:** Fees are non-refundable.
5. **Interior Posting:** There shall be posted, next to the interior door of each bedroom a legible copy of the building evacuation map – Minimum 8-1/2" by 11". Minimum vacation rental lessee information. A statement advising the occupant that any sound shall not be plainly audible for a period of one (1) minute or longer at a distance of twenty-five (25) feet or more when measured from the source property line between the hours of 10:00 p.m. and 7:00 a.m. daily and at a distance of fifty (50) feet or more when measured from the source property line between the hours of 7:00 a.m. and 10:00 p.m. daily. A sketch or photograph of the location of the off-street parking spaces. The days and times of trash pickup; the notice of



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sea turtle nesting season and sea turtle lighting regulations, if applicable. The location of the nearest hospital. The City's non-emergency police phone number.

6. **Parking:** All vehicles associated with the Vacation Rental must be parked in compliance with Chapter 26 of the Code of Ordinances of the City of Fort Lauderdale. All vehicles associated with the vacation rental must be parked within a driveway located on the subject property and in compliance with the Code of Ordinances of the City of Fort Lauderdale. All vehicles must be parked within a driveway in compliance with the Code of Ordinances of the City of Fort Lauderdale. Vehicles are not permitted to park in the swale or on the street.
7. **Notice to Guests:** Inform all guests, in writing, prior to occupancy of the property of applicable City of Fort Lauderdale ordinances concerning noise, vehicle parking, garbage, and common area usage with a written summary of the applicable City of Fort Lauderdale ordinances printed in the English language and posted prominently near the main entrance of the establishment. The summary shall include citations to the applicable City of Fort Lauderdale ordinances and instructions on how to access the complete written text.
8. **Advertising:** Any advertising of the vacation rental unit shall conform to the information included in the Vacation Rental Certificate of Compliance and the property's approval, particularly as this pertains to maximum occupancy. A statement stating, "It is unlawful to allow for a sexual offender or sexual predator to occupy this residence."
9. **Property Owner/Responsible Party:** Be available with authority to address and coordinate solutions to problems with the rental of the property twenty-four (24) hours a day, seven (7) days a week. Be situated close enough to the property as to be able to, and shall, respond in person to emergency calls within one (1) hour of being notified by vacation rental occupant, law enforcement officer, emergency personnel, or the City of issues related to the Vacation Rental. Responsible party shall respond when requested. Keep available a register of all guests, which shall be open to inspection by authorized personnel of the City of Fort Lauderdale at all times. Conduct an on-site inspection of the Vacation Rental at the end of each rental period to ensure continued compliance with the requirements of this chapter. Notices given to the responsible party shall be sufficient to satisfy any requirement of notice to the owner.
10. **Sexual Offenders:** It is unlawful for any property owner or designated representative to allow another person to occupy any residential property as a Vacation Rental within the City of Fort Lauderdale, as a Transient Occupant if such property owner or designated representative knew or should have known that the vacation rental will be occupied by a person prohibited from establishing a permanent residence or temporary residence at said residential property pursuant to Section 16-127 of the Code of Ordinances, if such place, structure, or part thereof, trailer or other conveyance, is located within one thousand four hundred (1,400) feet of any school, designated public school bus stop, child day care facility, park or playground or other place where children regularly congregate as described in Article VI, Chapter 16 of the Code of Ordinances. Property owner or designated representative shall determine prior to submission of an application for a Certificate of Compliance, whether the Vacation Rental property is located in an area in which it is unlawful for sexual offenders or predators to establish residence pursuant to section 16-127.



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11. **Changes or Alteration to the Property or Operation:** The owner shall notify the City within ten (10) days of completion. A new certificate of compliance may be issued if the conditions of the Section 15-277 have been met and all required permits have been issued for the changes or alterations.

I hereby also acknowledge that the approval of this Certificate of Compliance shall in no way permit any activity contrary to the City of Fort Lauderdale Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to city staff, and does not in any way constitute an evaluation or determination of legal or Legal Non- conforming status of the improvements on this site. I further acknowledge that it is my responsibility, as property owner and/or responsible party, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above. I acknowledge that any misrepresentation made by me or by my agent in applying for this certificate may render the certificate invalid.

Property Owner (Name): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF BROWARD:

Before me, this \_\_\_\_ day of \_\_\_\_\_ 2017 the foregoing authority personally appeared \_\_\_\_\_ who, after being duly sworn, says he/she personally knows the facts stated herein.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Florida