



HOW TO: SUBMIT A LANDLORD REGISTRATION APPLICATION AT LAUDERBUILD

This guide outlines the steps for submitting a **Landlord Registration** application online on [LauderBuild](#). This registry is not for vacation rentals or owner-occupied residential dwelling units. To go to the **LauderBuild** website visit: aca3.accela.com/FTL.

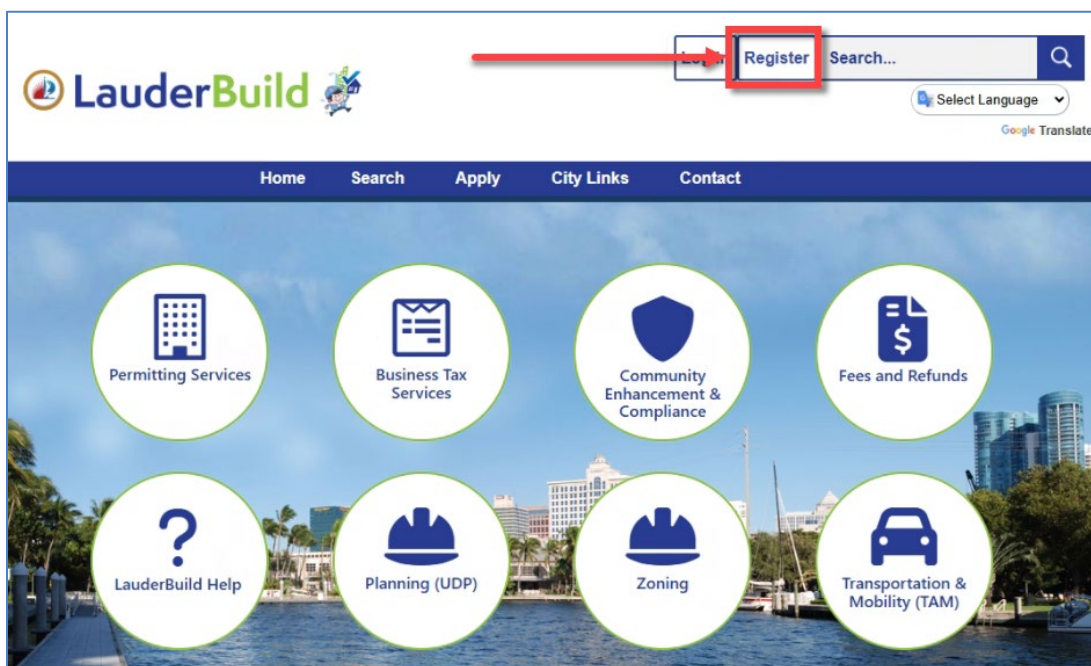
NOTES: 1. *This registry is NOT for vacation rentals or owner-occupied residential dwelling units.*
2. *If your contact information is exempt from public disclosure, please provide other contact information for a responsible party that the City may use to contact you.*

For more information or if you have any questions about **Landlord Registration**, please contact the **Community Enhancement & Compliance Division** at propertyregistry@fortlauderdale.gov.

Register for a LauderBuild Account

In order to submit applications on LauderBuild, you must be logged in to an account. If you do not have an account, you must first create one. (Please see the [LauderBuild User Guide](#) for more details.)

Account Registration





Create an Application

This section will show you how to create an application. This guide will focus on the Landlord Registration application, However, all applications and records on LauderBuild are similar, though each application will have its own unique fields and requirements.

1. Select **Community Enhancement & Compliance > Property Registration and Liens**.
2. Log in to your [LauderBuild](#) account (you'll need to register if you haven't already done so).

3. Read the **Terms of Use** and check the box to accept the terms. Click **Continue** and follow the wizard to guide you to the correct application.



- 4. The wizard will create your temporary application. Click the link to continue your submission.

Required Documentation

You may be required to submit specific documents for your permit application. Please visit the [DSD Documents & Forms](#) page to view and download available forms.

Landlord Registration

Your temporary record has been created. Click [Landlord Registration \(24TMP-076969\)](#) to continue your submission or you can return to the Home page to start another application. Your temporary records will be available on your **LauderBuild Dashboard** under **Work in progress**. Click **Resume Application** to continue with your submission.

- 5. Complete the location information by searching by Address **OR** Parcel.

NOTE: – DO NOT TRY TO FILL OUT ALL OF THE FIELDS. Choose one section to search on and it will automatically populate fields with existing database data for the other address, parcel (folio) and owner (APO) fields.

Step 1 : Address Information > Address * indicates a required field.

Job or Work Location

To search for an address, do not fill in all of the values, as a broader search works best. Please enter the Street Number and Street Name (you may use "%" as a wildcard in the Street Name field) and then click Search. This will return all matching values and you can select the appropriate one.

* Street No.: 700	Direction: NW	* Street Name: 19	Street Type: AVE
City:	State:	Zip:	Unit No.:

Parcel/Folio

* Parcel Number:

Search by address OR Parcel/Folio



- 6. If necessary, select the correct location from the **Search Results** list and the other sections will automatically populate. Click **Continue Application**. (You may also click **Save and resume later** at any point in the application if you need to come back to the application later.)

The left screenshot displays the 'Address Search Result List' with three sections: 'Addresses' (showing 1-1 of 1), 'Associated Parcels' (showing 1-1 of 1), and 'Associated Owners' (showing 1-2 of 2). A 'Select' button is highlighted in red at the bottom left. The right screenshot shows the 'Job or Work Location' form with fields for Street No., Direction, Street Name, Street Type, City, State, Zip, and Unit No. Below these are sections for 'Parcel' and 'Owner' with their respective search fields. A red callout box with arrows pointing to the 'Search' buttons in both sections contains the text: 'Address, parcel and owner sections will automatically populate with selection'. At the bottom of the right form are buttons for 'Save and resume later' and 'Continue Application'.

- 7. Add required application contacts. You may add from contacts on your account or you can add new contacts. Click **Continue Application**. If choosing **Select from Account**, we generally recommend selecting the **Associated Contact** even if you are the Associated Owner because that contact info is typically more accurate and complete.

The screenshot shows the 'Step 2: Responsible Party Info > Owner and Property Manager' form. It has two main sections: 'Owner' and 'Property Manager'. Each section has a heading and a sub-heading: 'If the owner is a business, include information for a direct contact person'. Below each heading are two buttons: 'Select from Account' and 'Add New'. A red callout box with arrows pointing to the 'Select from Account' buttons in both sections contains the text: 'Click Select for Account to add yourself or Add New to add different contact info'. At the bottom of the 'Property Manager' section, there is a small note: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.'



Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which one to use.

Showing 1-4 of 4

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Barry Allen
<input type="radio"/> Associated License	Owner / Builder	JUSTICE LEAGUE LLC The Flash Owner / Builder
<input type="radio"/> Associated Owner		CITY OF FORT LAUDERDALE
<input type="radio"/> Associated Owner		CITY OF FORT LAUDERDALE

Continue Discard Changes

Note: A red box highlights the 'Associated Contact' row, and a red callout box labeled 'LauderBuild account contact info' points to the 'Barry Allen' name.

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Main Phone: Work Phone: Mobile Phone:

* Email:

Continue Discard Changes

- The next section contains information that is specific to the application such as job costs, trades, zoning district, or in this case, additional property information such as the name of the community and what type of unit you are leasing. Complete any required fields and additional information as desired. Click **Continue Application**.



Step 3: Record Specific Information > Additional Property Info * indicates a required field.

Additional Property Info

ADDITIONAL PROPERTY INFO

Unit Complex / Community Name:

Civic / Homeowner's Association Name:

*Unit Type:

- Select--
- Duplex
- Multi-Family
- Other
- Rental Condominium
- Single Family Dwelling
- Triplex

**Required field
Unit Type**



- 9. Review your application entries and make any edits, if necessary. Check the box to agree that everything is true and correct. Click **Continue Application** to complete the submission.

Step 4 : Review

Save and resume later Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Landlord Registration

Address Edit

700 NW 19 AVE
FORT LAUDERDALE 33311

Civic / Homeowner's Association Name:
Unit Type: Rental Condominium

The undersigned has carefully reviewed this application and all facts, figures, and statements contained in this application are true, correct, and complete. The undersigned understands that failure to comply with the City's ordinances may result in the issuance of a citation or a notice of violation/notice of hearing that may require a hearing before a special magistrate or code enforcement board and could result in administrative fines being imposed. If there is a change in the contact information of the landlord or responsible person, the city shall be notified within thirty (30) days of the change.

The landlord/responsible party acknowledges the requirements and prohibitions of Section 16-128 of this Code.

By checking this box, I agree to the above certification. Date: 02/22/2021

Save and resume later Continue Application

Confirm by checking the box and click Continue Application to submit

- 10. Upon successful submission you'll receive a confirmation with a new record number.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Thank you!
Please keep a copy of this confirmation for your records.

700 NW 19 TER, FORT LAUDERDALE

LLREG21020002

Confirmation with new record number