

VACATION RENTAL REGISTRATION

HOW TO ACCESS THE VACATION RENTAL APPLICATION ON LAUDERBUILD

1. Complete the Vacation Rental Application on LauderBuild : <https://aca-prod.accela.com/FTL/Default.aspx>

The screenshot shows the LauderBuild website's sign-in interface. At the top, there is a navigation bar with links for 'CITIZEN'S PORTAL', 'SEARCH', 'NEW APPLICATION', and 'CITY LINKS'. On the right side of the bar, there are links for 'Announcements', 'Register for an Account', 'Reports (5)', and 'Login'. Below the navigation bar is a search box with the placeholder text 'Enter search criteria'. The main content area is titled 'Sign In' and contains two input fields: 'USER NAME OR EMAIL' and 'PASSWORD'. Below these fields is a 'Forgot Password?' link and a blue 'Sign In' button. There is also a checkbox for 'Remember me on this device'. At the bottom of the sign-in section, there is a link for 'Not Registered? CREATE AN ACCOUNT'. A welcome message box at the bottom states: 'Welcome to the City of Fort Lauderdale Citizen's Access Portal - LauderBuild! LauderBuild is where our Neighbors, businesses, and general public are able to access government services online, 24/7. Anyone may perform basic record searches without creating an account, but certain information will only be available to registered users or the record owner. Also some features, such as submitting applications and scheduling inspections, may not be available unless you are logged in.'

2. To access the application, you will need to create an account or login to an existing account.

This screenshot shows the LauderBuild website with a focus on the 'Login Information' form. The navigation bar at the top includes 'CITIZEN'S PORTAL', 'SEARCH', 'NEW APPLICATION', and 'CITY LINKS'. On the right, there are links for 'Announcements', 'Register for an Account', 'Reports (5)', and 'Login'. A search box is also present. Below the navigation bar, there is a menu with items like 'Alarm Billing', 'Business Tax', 'Enforcement', 'Fire Safety', 'Parks', and 'Permits'. A black arrow points to the 'Register for an Account' link. The main content area features a 'Login Information' form with the following fields: 'USER NAME', 'EMAIL ADDRESS', 'PASSWORD', and 'TYPE PASSWORD AGAIN'. The form is titled 'STEP 1 OF 2: ACCOUNT DETAILS' and includes a note about required fields.

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Enter search criteria

Sign In

USER NAME OR EMAIL: *
VacationRental2023

PASSWORD: *
.....

[Forgot Password?](#)

Remember me on this device

3. Select New Application then Enforcement from the Menu



Enter search criteria

- NEW APPLICATION
- ALARM BILLING
- BUSINESS TAX
- ENFORCEMENT**
- PERMITS/ENGINEERING
- SPECIAL EVENTS
- TRANSPORTATION AND MOBILITY
- URBAN DESIGN AND PLANNING

View Cart

You do not have any items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

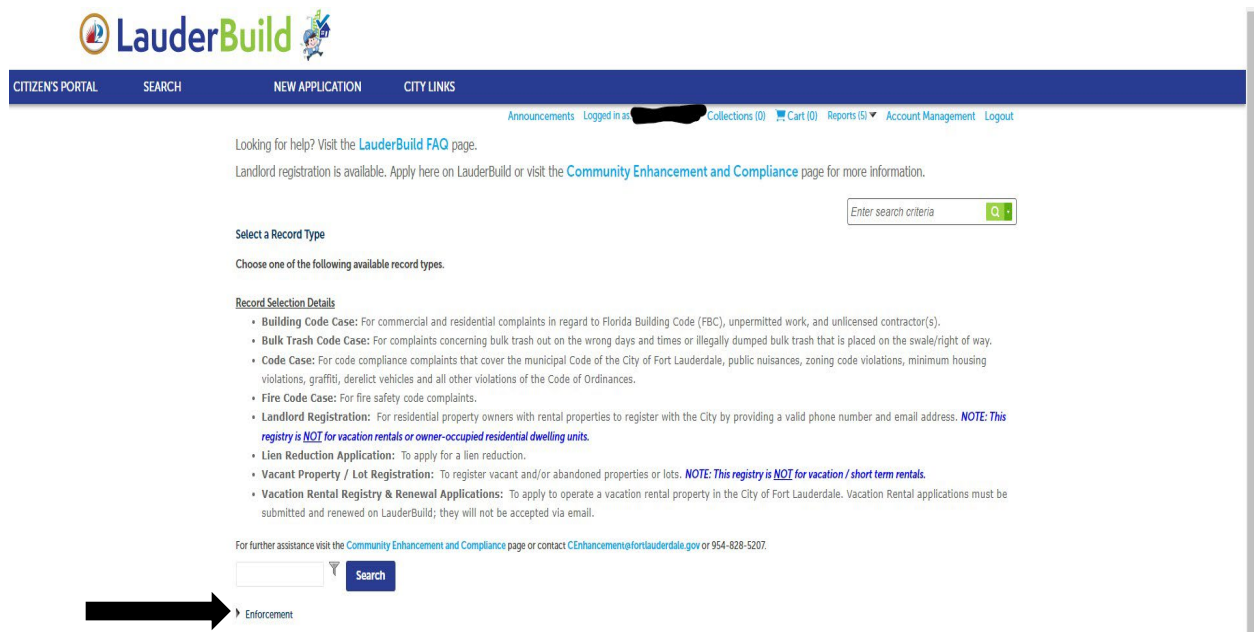
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4. Read and Accept the Terms of Use. Then select "Continue"



The screenshot shows the LauderBuild website interface. At the top, there is a navigation bar with "CITIZEN'S PORTAL", "SEARCH", "NEW APPLICATION", and "CITY LINKS". Below this, there are links for "Announcements", "Logged in as [redacted]", "Collections (0)", "Cart (0)", "Reports (5)", "Account Management", and "Logout". The main content area includes a search bar with the text "Enter search criteria" and a magnifying glass icon. Below the search bar, there is a section titled "Online Services" with a paragraph of text: "Thank you for visiting the City of Fort Lauderdale, Florida's official LauderBuild site. This computer system (the LauderBuild Internet site), is provided as a service to the Neighbors of Fort Lauderdale and to the general public. By accessing or using LauderBuild, or information, materials and data contained within the Site, the user hereby agrees to accept the following terms and conditions." Below this, there is a checkbox labeled "I have read and accepted the above terms." which is checked. At the bottom of this section, there is a "Continue" button.

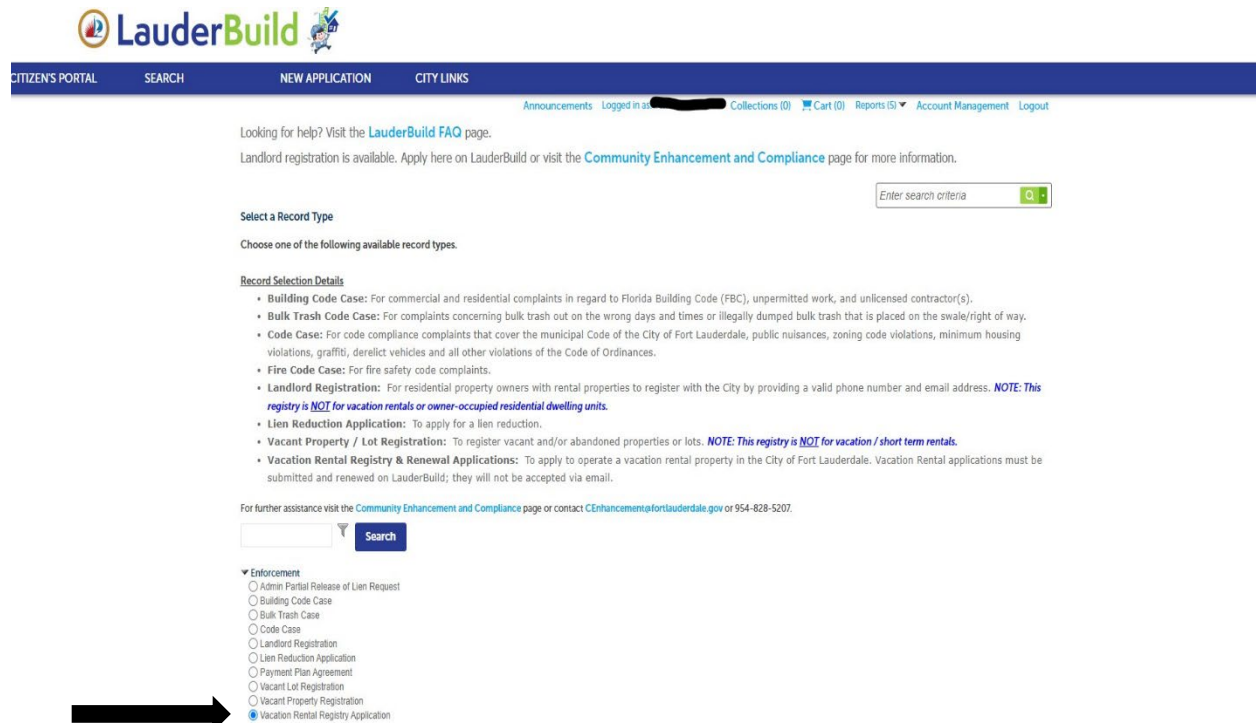
5. Select and Expand the Enforcement Drop Down Menu



The screenshot shows the LauderBuild website interface, similar to the previous one. The navigation bar and search bar are present. Below the search bar, there is a section titled "Select a Record Type" with a paragraph of text: "Choose one of the following available record types." Below this, there is a section titled "Record Selection Details" with a list of record types: "Building Code Case", "Bulk Trash Code Case", "Code Case", "Fire Code Case", "Landlord Registration", "Lien Reduction Application", "Vacant Property / Lot Registration", and "Vacation Rental Registry & Renewal Applications". Below the list, there is a search bar with the text "Enter search criteria" and a magnifying glass icon. At the bottom of the page, there is a search bar with a dropdown menu. A black arrow points to the "Enforcement" option in the dropdown menu.

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6.a. For NEW APPLICATIONS : Select Vacation Rental Registry Application



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CITIZEN'S PORTAL SEARCH NEW APPLICATION CITY LINKS

Announcements Logged in as [redacted] Collections (0) Cart (0) Reports (5) Account Management Logout

Looking for help? Visit the [LauderBuild FAQ](#) page.
Landlord registration is available. Apply here on LauderBuild or visit the [Community Enhancement and Compliance](#) page for more information.

Enter search criteria

Select a Record Type
Choose one of the following available record types.

Record Selection Details

- **Building Code Case:** For commercial and residential complaints in regard to Florida Building Code (FBC), unpermitted work, and unlicensed contractor(s).
- **Bulk Trash Code Case:** For complaints concerning bulk trash out on the wrong days and times or illegally dumped bulk trash that is placed on the swale/right of way.
- **Code Case:** For code compliance complaints that cover the municipal Code of the City of Fort Lauderdale, public nuisances, zoning code violations, minimum housing violations, graffiti, derelict vehicles and all other violations of the Code of Ordinances.
- **Fire Code Case:** For fire safety code complaints.
- **Landlord Registration:** For residential property owners with rental properties to register with the City by providing a valid phone number and email address. **NOTE: This registry is NOT for vacation rentals or owner-occupied residential dwelling units.**
- **Lien Reduction Application:** To apply for a lien reduction.
- **Vacant Property / Lot Registration:** To register vacant and/or abandoned properties or lots. **NOTE: This registry is NOT for vacation / short term rentals.**
- **Vacation Rental Registry & Renewal Applications:** To apply to operate a vacation rental property in the City of Fort Lauderdale. Vacation Rental applications must be submitted and renewed on LauderBuild; they will not be accepted via email.

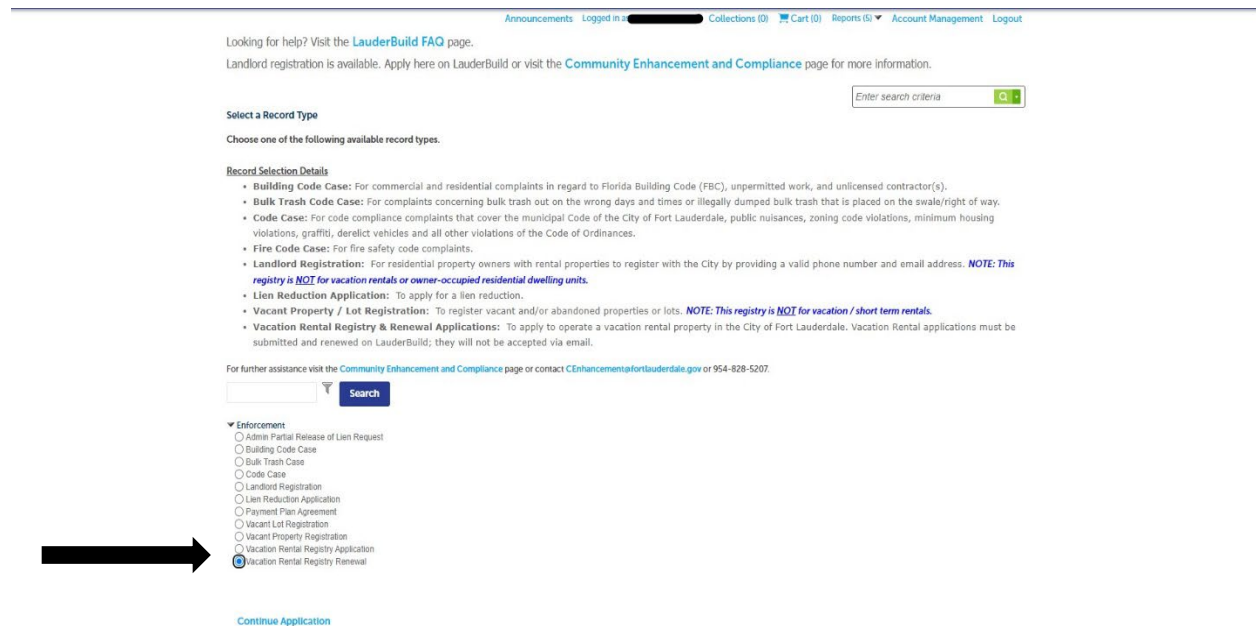
For further assistance visit the [Community Enhancement and Compliance](#) page or contact CEenhancement@fortlauderdale.gov or 954-828-5207.

Search

▼ Enforcement

- Admin Partial Release of Lien Request
- Building Code Case
- Bulk Trash Case
- Code Case
- Landlord Registration
- Lien Reduction Application
- Payment Plan Agreement
- Vacant Lot Registration
- Vacant Property Registration
- Vacation Rental Registry Application

6.b. For RENEWAL APPLICATIONS : Select Vacation Rental Registry Renewal. Then “Continue Application”



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CITIZEN'S PORTAL SEARCH NEW APPLICATION CITY LINKS

Announcements Logged in as [redacted] Collections (0) Cart (0) Reports (5) Account Management Logout

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- Vacant Property Registration
- Vacation Rental Registry Application
- Vacation Rental Registry Renewal

[Continue Application](#)