



Planning and Development Management Division

CODE ENFORCEMENT SECTION

1 North University Drive • Box #102A • Plantation, Florida 33324 • 954-831-4000 • FAX 954-765-4948 • broward.org/planning

Residential Rental Property Certificate of Use Application Instructions

Overview

All owners of residential rental homes, buildings, and units in Broward County, who intend to lease, sublease, rent, or become involved in any other oral or written arrangement between a tenant/lessee, are required to have a Residential Rental Certificate of Use if the property is not located within a city or municipality. Each property with an individual property identification number issued by the Broward County Property Appraiser's Office is required to have its own certificate of use. Each separate lease, sublease, and/or agreement establishes a rental unit. All residential rental certificates of use are issued annually. **An exemption from this requirement may be granted by filing for an exemption if the use of the property meets the requirements described on page 3. There is no fee to submit an exemption request.**

Residential rental unit means any residential dwelling that is leased for residential purposes, including any single-family home, multi-family dwelling (*including condominium units*), duplex, triplex, and quadraplex, mobile home, or other similar unit. **Residential rental unit** does not include any dwelling unit that is owned by a federal, state, or local housing program or the US Department of Housing and Urban Development, hotels, motels, public lodging establishments, as defined in Section 509.013, Florida Statutes, or any community residential facility licensed and inspected by the state of Florida.

Submitting Your Application

You must include a nonrefundable annual fee of **\$75** with each certificate of use application. Please send your application and payment to the Division address above. Make checks payable to **Broward County Board of County Commissioners**.

Inspection Process

Once we receive your application, a Code Enforcement Officer will inspect the property's exterior condition. You will receive a copy of the inspection report indicating whether the property has any outstanding code violations, lot clearing liens or bills.

Notice

The annual renewal of the certificate of use and **\$75** fee, are the responsibility of the landlord/property owner and a failure to do so in a timely manner will subject you to code enforcement action. Residential rental units and properties subject to the provisions of this article will remain under the annual certificate of use requirements as long as the property remains occupied or an exemption affidavit has been approved. Any person, persons, or entity that has registered a property must report to the Division any change of required information contained in the certificate of use application, including change of ownership, within **30 days** of the change.



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Application for Residential Rental Property Certificate of Use Broward Municipal Services District

New Application
 Annual Renewal
 Change of Owner Information

Property Information				
Owner(s) Legal Name(s)			Prior Certificate of Use No.	
Property Address			Property ID/Folio No.	
Owner's Mailing Address		City		State
				Zip
Phone	Emergency / 24 HR Phone		Email Address for Receiving Notices	

Building Type

- Single-Family
- Duplex
- Mobile Home
- Condo
- Multi-Family | Number of Units: _____
- Reserve Units

Contact Information <i>(if different from owner above)</i>				
Name				
Owner's Mailing Address			City	
			State	
			Zip	
Phone	Emergency / 24 HR Phone		Email Address for Receiving Notices	

Will any commercial vehicles or equipment be parked or stored at this property? Yes No

Will tenant(s)/lessee(s) use property for any commercial purpose or home office? Yes No

_____ **Owner's Signature**

_____ **Date**

_____ **Owner's Name**



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Residential Rental Property Certificate of Use Exemption Affidavit Broward Municipal Services District

Property Information			
Owner(s) Legal Name(s)	Property Currently Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No		
Property Address	Property ID/Folio No.		
Owner's Mailing Address	City	State	Zip
Phone	Email Address for Receiving Notices	Prior Certificate of Use No.	

- Dwelling is a single-family or duplex property that is vacant and not intended to be used for rental property by owner.
- Dwelling is owner-occupied. Any owner-occupied dwelling unit is exempt from the certificate of use requirement. However, the remaining units within the building will require a certificate of use.
- Family occupied dwelling or dwelling unit: Property is occupied by one or more members of my family such as a parent, step-parent, or adult child, is being occupied as a single household unit, and I am receiving no net income and, therefore, does not require a residential rental certificate of use.

Name of family member(s): _____

Relation to owner: _____

Contact Number(s): _____

By signing below, I, _____, attest that I am the owner of the property located at _____, that it meets one of the exemption requirements above, and, therefore, does not require a rental license. If I decide to rent this property at any time, pursuant to Broward County Ordinance 2013-28, Section 39-118, I will notify the Planning & Redevelopment Division's Code and Zoning Enforcement Section and take the necessary steps to obtain a rental license immediately. I acknowledge that this affidavit is a "public record" and if I make a false entry or representation in this affidavit, then I will commit a violation of Section 39-118. I have carefully considered the contents of this affidavit before signing. I affirm that the contents are true, to the best of my knowledge.

Owner's Signature

Date

NOTARY PUBLIC

**STATE OF FLORIDA
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me, the undersigned Notary Public this _____ day of _____, 20____, by _____ who is:

- [] Personally Known to me, or
 - [] Produced Identification.
- Type of identification produced _____.

Signature of Notary Public-State of Florida

Name of Notary Typed, Printed, or Stamped



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Credit Card Authorization

Card Information			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover			
Cardholder's Name			
Card #	Expiration Date	Card Verification Code (CVC)	
Billing Address <i>(PO Box not accepted)</i>	City	State	Zip
Phone	Fax		
Fee Description			
<input type="checkbox"/> Property Foreclosure Certification Fee	\$250	x _____	= _____
<input type="checkbox"/> Property Foreclosure Registration Fee	\$125	x _____	= _____
<input type="checkbox"/> Residential Rental Certificate of Use Fee	\$75	x _____	= _____
<input type="checkbox"/> New <input type="checkbox"/> Renewal			
<input type="checkbox"/> Other: _____		Fee: _____	
		TOTAL: _____	

I authorize Broward County to charge _____ to my credit card account.

Signature

Date

FAX this completed authorization form to 954-765-4410.