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Urban Planning Division
CODE COMPLIANCE SECTION
1 North University Drive, #102 • Plantation, FL 33324 • 954-357-9791 • Broward.org/planning

Residential Rental Certificate Application Instructions
Broward Municipal Services District (BMSD)

OVERVIEW

All owners of residential rental homes, buildings, and units in Unincorporated Broward County, who intend to lease, sublease, rent, orbecome involved in any other oral or written arrangement between a tenant/lessee, are required to have a ResidentialRental Certificate **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. Each separate lease, sublease, and/or agreement establishes a rental unit. All Residential Rental Certificates are issued annually according to Chapter 39 ARTICLE IX ½ Broward County Code of Ordinances.

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 quadruplex, mobile home, or othersimilar units.

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.

An exemption from this requirement may be granted by filing the Exemption Affidavit if the use of the property meets the requirements described on page 3 of this application. There is no fee to submit an exemption request.

SUBMITTING A NEW APPLICATION

You must include a nonrefundable annual fee of **$75** with each Certificate application. Please return your completed application and payment to the address indicated at top. Make checks payable to:
Broward County Board of County Commissioners

INSPECTION PROCESS

Once we receive your application and payment, a Code Compliance 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 and **$75** fee are the responsibility of the landlord/property owner. Failure to renew prior to the Certificate's expiration date 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 requirements if the property remains occupied or an exemption has been approved. Any person, persons, or entity that has registered a property must report any change of required information contained in the Certificate application, including change of ownership, **within 30 days** of the change.

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Residential Rental Certificate Application
Broward Municipal Services District (BMSD)

IMPORTANT: This registration applies to the Broward Municipal Services District (BMSD) – Unincorporated, Broward. Please contact your local Code Enforcement Administrator if your property is within a city.

PROPERTY INFORMATION			
Owner(s) Legal Name(s)			
Property Address			Apt Number
City	State	Zip	Property ID / Folio Number

CONTACT INFORMATION			
Applicant Name(s)			Date of Application
Mailing Address	City	State	Zip
Phone	24 / HR Emergency Phone	E-mail Address for Receiving Notices	

ZONING

Building Type

☐ Single-Family ☐ Duplex ☐ Mobile Home ☐ Condo ☐ Multi-Family | # of units____ ☐ Reserve Units

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

Will tenant(s)/lessee(s) use the property for any commercial purpose? ☐ Yes ☐ No

CASHIER VALIDATION

DO NOT WRITE IN THIS SPACE

OFFICE USE ONLY

Job ID: _____

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Residential Rental Certificate Exemption Affidavit
Broward Municipal Services District (BMSD)

PROPERTY INFORMATION

Owner(s) Legal Name(s)	CERTIFICATE NO.	Property Currently Occupied ☐ Yes ☐ No

Property Address	Apt Number	City	State	Zip

Property ID / Folio Number	Phone	E-mail Address for Receiving Notices

☐ **Dwelling is a single-family or duplex property that is vacant and not intended to be used for a rental property by owner**

☐ **Dwelling is owner-occupied.** Any owner-occupied dwelling unit is exempt from the certificate of use requirement. However, theremaining 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): _____

Relationship to owner: _____

Contact Number(s): _____

AFFIDAVIT

I, _____, attest that I am the owner ('Affiant') 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 Urban Planning Division's Code Compliance 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/Agent Signature **Date**

NOTARY PUBLIC
STATE OF FLORIDA, COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by the Affiant by means of ☐ physical presence | ☐ online notarization, this _____ day of _____, 20_____, by _____.

☐ Personally Known or ☐ Produced Identification. ID Type: _____.

(NOTARY SEAL)

_____ _____
Signature of Notary Public – State of Florida **Name of Notary Typed, Printed or Stamped**