

## **BMSD Residential Rental Certificate Application Instructions**

### **Overview**

All owners of residential rental homes, buildings, and units in Unincorporated 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 [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 other similar 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.

Checks payable to: **Broward County Board of County Commissioners**.

### **Inspection Process**

Once your application and payment are processed, 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 is 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.



Resilient Environment Department  
URBAN PLANNING DIVISION

1 North University Drive, Box 102 • Plantation, FL 33324 • T: 954-357-6644 • F: 954-765-4948 • [Broward.org/planning/zoning](http://Broward.org/planning/zoning)

OFFICE USE ONLY

Certificate of Use No. \_\_\_\_\_

### BMSD Residential Rental Certificate Application

**IMPORTANT:** This landlord registration applies to the [Broward Municipal Services District \(BMSD\)](#) – Unincorporated, Broward. If your property is in a city, please contact your local [Code Enforcement Administrator](#).

#### 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 \_\_\_\_\_

Email Address for Receiving Notices \_\_\_\_\_

#### Zoning – Building Type

Single-Family    Duplex    Mobile Home    Condo    Multi-Family, # of units \_\_\_\_    Reserve Units

- 1. Will any commercial vehicles or equipment be parked or stored at this property?      Yes      No
- 2. Will tenant(s) or lessee(s) use the property for any commercial purpose?      Yes      No

**CASHIER VALIDATION**

DO NOT  
WRITE  
IN THIS  
SPACE



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### BMSD Residential Rental Certificate Exemption Affidavit

#### 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 \_\_\_\_\_

Email 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, 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, stepparent, 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):* \_\_\_\_\_

**\*\* Please continue to page 4 to complete exemption \*\***



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**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 or online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Personally known or \_\_\_\_\_ produced ID. ID Type: \_\_\_\_\_.

(NOTARY SEAL)

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

\_\_\_\_\_  
**Name of Notary Typed, Printed, or Stamped**