

MUNICIPAL LETTERHEAD

<DATE>

<LANDLORD NAME>

<LANDLORD ADDRESS>

RE: Notification of Complaint related to Rental Property at <ADDRESS OF VIOLATION>

Code Enforcement has received a complaint that alleges that you have committed a violation under residential landlord regulations. The purpose of these regulations is to establish residential rental rights and tenancies for Broward County tenants.

These local provisions supplement Part II, Chapter 83 of the Florida Statutes (Florida Residential Landlord and Tenant Act), which applies to tenancies of residential dwelling units and sets for the rights and duties of landlords and tenants.

The complaint alleges a possible violation of Chapter 20 of the Broward County Code of Ordinances as noted below:

- Failure to provide the "Tenant's Bill of Rights" (attached) to all future tenants during the application process, prior to occupancy of a rental unit; [Section 20-110(b)]
- Failure to provide the "Tenant's Bill of Rights" to current tenants, prior to renewal of their tenancy. [Section 20-111(c)]
- Failure to issue written notice to tenants at least sixty (60) days before increasing rent by 5% or more. [Section 20-105(b)]
- Failure to issue written notice to tenants at least sixty (60) days before terminating a lease. [Section 20-105(b)]
- Failure to provide written notice to tenants regarding late fees being assessed under their rental agreement. [Section 20-111]

Do not contact the complainant directly; all future matters of this case are to be discussed with the Code Officer named below. **Please respond to this complaint in writing within twenty (20) days of receipt of this letter and attach all corresponding information and documents.**

Sincerely,

Code Officer Name

Phone: (954) _____

Email: _____