



Resilient Environment Department
BUILDING CODE DIVISION

ZONING CODE SECTION

2307 W. Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-357-9700

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.



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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 Affidavit ****



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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