

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 1/2 Broward County Code of Ordinances.

Residential rental unit means any residential dwelling that is leased for residential purposes, including any singlefamily 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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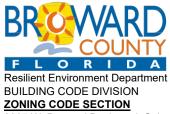
BMSD Residential Rental Certificate Application

IMPORTANT: This landlord registration applies to the <u>Broward Municipal Services District (BMSD)</u> – Unincorporated, Broward. If your property is in a city, please contact your local <u>Code Enforcement Administrator</u>.

Property Inform	ation							
Owner(s) Legal Nar	me(s)							
Property Address	Apt. Number							
City		State	Zip	_Property ID / F	olio Number			
Contact Informa	ation							
Applicant Name(s) Date of Ap						plication		
Mailing Address				City	State	Zip	l	
Phone 24/HR Emergency Phone								
Email Address for Receiving Notices								
Zoning – Building Type								
Single-Family	Duplex	Mobile Home	e Condo	Multi-Family,	# of units	Reserve	e Units	
1. Will any commercial vehicles or equipment be parked or stored at this property?							No	
2. Will tenant(s) or lessee(s) use the property for any commercial purpose?						Yes	No	

CASHIER VALIDATION

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			
rental property by owner. Dwelling is owner-occu	pied. Any o	owner-occupied	dwelling unit is exempt from the certificate of use e building will require a certificate of use.	
my family such as a pare	nt, steppar	ent, or adult child	rty is occupied by one or more members of d, is being occupied as a single household e, does not require a residential rental	
Name of family mem	ber(s):			
Relationship to owner	·			
Contact Number(s): _				

** Please continue to page 4 to complete Exemption Affidavit **



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Affidavit	
I,	ption requirements above, and, y at any time, pursuant to Broward ng Division's Code Compliance ly. I acknowledge that this affidavit davit, then I will commit a violation
Owner/Agent Signature	Date
NOTARY PUBLIC STATE OF FLORIDA, COUNTY OF BROWARD	
The foregoing instrument was acknowledged before me by the Affiant by online notarization, this day of, 20_	
Personally known or produced ID. ID Type:	
(NOTARY SEAL)	
Signature of Notary Public, State of Florida Name of No	otary Typed, Printed, or Stamped