

# LAUDERDALE•BY•THE•SEA

## Condo Rental Application

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4501 N. Ocean Drive, Lauderdale-The-Sea, FL 33308

(954) 640-4210

BTR@lbts-fl.gov

M-F 8:30 AM-4:30 PM

# LAUDERDALE•BY•THE•SEA

## Condo Rental Tax Receipt Application Checklist

Congratulations on taking steps forward to opening your rental business in our unique Town. Lauderdale-By-The-Sea wishes you good fortune and aims to help you succeed in your business endeavors. Below, please find the checklist of items you will need to submit your application.

### You Will Need:

- Completed Application for a Condo Rental Certificate
- Proof of Zoning Approval, to acquire this, email [Zoning@lbts-fl.gov](mailto:Zoning@lbts-fl.gov).
- Proof of HOA Approval
- Photocopy of Driver's License
- Photocopy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)

### Other Useful Information

- The owner **MUST** designate a **RESIDENT AGENT** according to LBTS Code Ordinance 12-2(e)(4). The application will not be processed without this information.
- Verify the property has an active solid waste service account under the current owner's name, through Waste-Pro. You may call Waste Pro at 954-282-6800. If there is no active account in the current owner's name, the processing of the application may be delayed until one is established.
- Site Inspections—After all of the above checklist items are submitted and reviewed, staff will determine which site inspections are required, and will contact the Resident Agent for scheduling.
  - For information on requirements to pass the Code Inspection, you may email the Code Compliance team at [Code@lbts-fl.gov](mailto:Code@lbts-fl.gov).
  - For information on requirements to pass the Fire Inspection, you may email the Fire Marshal at 954-640-4251.
  - For information on requirements to pass the Building Inspection, you may contact the Building Official at 954-640-4223.
- Zoning Review—The Town's Planning & Zoning Department will conduct periodic reviews of the property throughout the application process.
- The legal owner of the property must personally complete and sign the BTR application. If you have questions on this, please call 965-640-4210 or email [BTR@lbts-fl.gov](mailto:BTR@lbts-fl.gov).
- After all applications and accompanying fees and documents have been received, and all required inspections and reviews have been completed and passed without deficiency or violation, the certificate(s) and Business Tax Receipt may be issued. **Until that time the property may not be rented or advertised for rent, according to Sections 12-2 and 12-14 of the Town Ordinances.**

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## LOCAL BUSINESS TAX RECEIPT APPLICATION ALL RENTAL PROPERTIES

Date: \_\_\_\_\_ Type of Rentals Offered (minimum stay): \_\_\_\_\_

.....

### **A) SITE INFORMATION**

Rental Property Address: \_\_\_\_\_

Number of dwelling units at this site: \_\_\_\_\_ Number of dwelling units to be rented: \_\_\_\_\_

Waste Pro Account #: \_\_\_\_\_ (if you do not have one, contact Waste Pro at 954-282-6800 to set up an account. If you do not have an active account, the processing of your application may be delayed until one is established.)

### **B) OWNER INFORMATION**

Owner's Name: \_\_\_\_\_

Owner's Permanent Mailing Address (no P.O. Box): \_\_\_\_\_

City & State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Owner's Best Phone: \_\_\_\_\_ Owner's Alt Phone: \_\_\_\_\_

Owner's E-Mail: \_\_\_\_\_

Federal Identification # OR Social Security # (required by Town Ordinance): \_\_\_\_\_

### **PLEASE NOTE**

If you are **ALSO** applying for a short-term or vacation rental certificate for this property, you may skip Sections C) and D) of this application and move directly to section E).

### **C) RESIDENT AGENT INFORMATION**

Resident Agent's Name (must be a specific person, not a business): \_\_\_\_\_

Resident Agent's Mailing Address (no P. O. Box): \_\_\_\_\_

City & State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Resident Agent's Best Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Resident Agent's E-Mail: \_\_\_\_\_

**D) ADVERTISING INFORMATION**

Please list ALL web ads for this specific dwelling unit.

EXAMPLE: www.lauderdalebythesea.com/houses/1234567

AirBNB: \_\_\_\_\_

Homeaway: \_\_\_\_\_

VRBO: \_\_\_\_\_

Flipkey: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**E) OWNER'S AFFIDAVIT:**

I HEREBY DECLARE that all information provided in this application is true and correct and, further, understand that providing false or misleading information on this application may result in being denied, or the loss thereof, of any license or permit issued by the Town of Lauderdale-By-The-Sea which was based upon information provided in this application.

Property Owner's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

STATE OF FLORIDA )

) SS:

COUNTY OF BROWARD )

SWORN TO and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_



\_\_\_\_\_  
NOTARY PUBLIC, State of Florida

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_

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