

LAUDERDALE•BY•THE•SEA

Long Term Rental Application Package

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

(954) 640-4210

BTR@lbts-fl.gov

Application Checklist: Business Tax Receipt

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 in order to submit your rental application for review.

You Will Need:

- Application for a Business Tax Receipt (BTR), notarized and signed by property owner
- Proof of Zoning Eligibility for Long-Term Rental (to request this, email Zoning@lbts-fl.gov)
- Application Fee (will be determined upon staff review of your application)
- Photocopy of owner's Driver's License with Current Address or other state identification
- Photocopy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)
- Photocopy of proof of an active Waste-Pro Account

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, please review the “Long-Term Rental Inspection Checklist.”
 - 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.
 - For information on the Zoning review process, you may email the Business Tax Receipt Staff at BTR@lbts-fl.gov.
- 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.
- 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.

LAUDERDALE • BY • THE • SEA

LOCAL BUSINESS TAX RECEIPT APPLICATION ALL RENTAL PROPERTIES

Date: _____ Type of Rentals Offered (minimum stay): _____

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

General Code Inspection Guide All Rental Properties

Outside

- Driveway and walkways in good condition
- Trash containers kept out of sight
- Roof clean and free of damage
- House painted one continuous color—no chips or peeling
- Exterior walls, fences, gates & foundations free of damage
- Windows, doors, shutters and frames free of damage
- Electric lights, switches and outlets working;
- Boxes covered and utility lines not hanging
- Landscape maintained, trimmed and green
- Pool clean, with clear blue water
- No junk, trash, or outside storage
- No work without permit. For example: a Chickee or Tiki Hut, a storage shed, or new fencing without a permit

Inside

- Windows free of damage, easily open & shut, locks in good condition
- Doors, handles, sliders, hinges, frames and locks in good condition
- Plumbing (hot & cold) and drains working well; no overflow, leaks, etc.
- Electric accessories (lighting, outlets, switches) working and safe
- Room layouts are unaltered, without lockouts or other creative reconfigurations that might create extra rooms or extra units
- No Illegal conversions or work without permit. For example: a garage converted to living space, an extra kitchenette, a half-bath converted to a full bath, or a screen patio enclosed into a living space

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA SWORN AFFIDAVIT FOR LONG TERM RENTAL USE

Please complete either Section A or B, depending on which is applicable to your property. Then, sign Section C with notarization.

Section A

*This Section of the Form is **ONLY** to be completed for single-family homes, split lot duplexes, and townhomes.*

I, _____, as the owner of the following:

Owner's Name

Described property, _____ attest that:

Street Number and Address

I do not rent the subject property to tenants or guests for periods of less than three (3) consecutive months; **AND** I do not advertise it as a place that is available to be rented for periods of less than three (3) consecutive months.

Section B

*This section of the form is **ONLY** to be completed for duplex, triplex, and four (4)-Unit properties or mixed-use developments with one (1) to four (4) dwelling units.*

I, _____, as the owner of the following

Owner's Name

described property, _____ attest that:

Street Number and Address

I do not advertise the subject property as a place that is regularly rented to guests for period of less than thirty (30) days and or one (1) calendar month at a time, whichever is less.

I do not rent any portion of the unit or any other unit(s) on the subject property to others for any purpose, more than three (3) times in a calendar year for less than thirty (30) days or one (1) calendar month at a time, whichever is less

By signing this affidavit, I testify I have read this document and agree to comply with the requirements herein in addition to all requirements of the Town of Lauderdale-By-The-Sea Code of Ordinances (the "Town Code"), applicable ordinances, state and federal law. I hereby acknowledge that the granting of the applied for Business Tax Receipt ("BTR") shall in no way permit any activity contrary to the Town Code, any state or federal law or any activity that would constitute a nuisance under state or local law. I acknowledge that any misrepresentation made by me in applying for this BTR may render invalid and subject me to legal action.

Section C

X _____

Signature

Printed Name

STATE OF FLORIDA)

)SS:

COUNTY OF BROWARD) SS

SWORN TO and subscribed before me through ____physical presence or ____online notarization this _____ day of _____ 20 _____.

NOTARY PUBLIC, State of Florida

Printed Name: _____

My Commission Expires: _____

Personally known _____ or produced identification _____

Type of Identification Produced _____



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