



TOWN OF LAUDERDALE-BY-THE-SEA
4501 OCEAN DRIVE, LAUDERDALE-BY-THE-SEA, FLORIDA 33308
954-640-4203

APPLICATION FOR A SHORT TERM RENTAL CERTIFICATE
(Rented to guests more than three (3) times a year for less than 30 days
or one (1) calendar month, whichever is less)

PLEASE COMPLETE A SEPARATE FORM FOR EACH UNIT

New ( ) Renewal ( ) Transfer ( ) Date: \_\_\_\_\_

A) SITE INFORMATION

Rental Property Address: \_\_\_\_\_
Name of House for advertising purposes \_\_\_\_\_
Website(s) to be used for advertising: \_\_\_\_\_
Property web reference number(s): \_\_\_\_\_
Number of bedrooms: \_\_\_\_\_ House Phone Number: \_\_\_\_\_
Square footage of home, excluding bedrooms, kitchens, bathrooms, shower rooms, water closets,
laundries, pantries, foyers, connecting corridors, closets & storage spaces: \_\_\_\_\_
Will pets be allowed in the house? YES NO
If yes, how many allowed: \_\_\_\_\_ Type of pet(s) allowed: \_\_\_\_\_

B) OWNER INFORMATION

Owner's Name: \_\_\_\_\_
Permanent Mailing Address (No P. O. Box): \_\_\_\_\_
City & State: \_\_\_\_\_ Zip Code \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Business Phone \_\_\_\_\_ Fax \_\_\_\_\_
E-Mail \_\_\_\_\_

C) 24/7 LOCAL CONTACT INFORMATION (Must respond to site within 3 hours of notification by Town)

Contact Person's Name \_\_\_\_\_
Address: \_\_\_\_\_ (No P. O. Box)
City & State: \_\_\_\_\_ Zip Code \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Business Phone \_\_\_\_\_ Fax \_\_\_\_\_
E-Mail \_\_\_\_\_

D) PROPERTY MANAGEMENT COMPANY INFORMATION (If Applicable)

Property Manager's Name: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ (No P. O. Box)
City & State: \_\_\_\_\_ Zip Code \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Business Phone \_\_\_\_\_ Fax \_\_\_\_\_
E-Mail \_\_\_\_\_

**E) THE FOLLOWING LICENSES MUST BE PROVIDED AT SUBMITTAL:**

(Refer to State & County Information Sheet)

- Florida Hotel/Motel License
- Florida Department of Revenue Sales Tax Certificate
- Lauderdale-By-The-Sea Business Tax Receipt

**F) ADDITIONAL REQUIREMENTS:**

- PROOF OF COMPLIANCE with Uniform Fire Safety Standards for Transient Public Lodging Establishments (Rules 69A-43).
- PROOF OF COMPLIANCE with Florida Fire Prevention Code (69A-60)
- PROOF OF COMPLIANCE with Florida Administrative Code where applicable.
- PROVIDE PHOTOS OF THE HOUSE, FRONT AND REAR (attach photos to application)
- PROVIDE A SKETCH OF THE FLOOR PLAN AND SITE INCLUDING PARKING AREAS, WITH INDIVIDUAL PARKING SPACES LEGALLY AVAILABLE FOR OCCUPANTS CLEARLY MARKED (Attach sketch to application. Public parking spaces may not be designated for the purposes of this sketch)

-----  
**G) AGREEMENTS**

**PROPERTY OWNER'S AGREEMENT:**

**BY signing this AGREEMENT, the Property Owner agrees to use his or her best efforts to assure that the short term rental use of the dwelling unit will not disrupt the residential character of the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their residences. Furthermore, the Property Owner acknowledges that they were provided a copy of Vacation and Short Term Rental Regulations, including Section 30-237. - Vacation rentals and short term rentals.**

SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

**LOCAL AGENT'S AGREEMENT:**

*If local agent is different from property owner*

**BY signing this AGREEMENT, the Local Agent agrees to use his or her best efforts to assure that the short term rental use of the dwelling unit will not disrupt the residential character of the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their residences. Furthermore, the Local Agent acknowledges that they were provided a copy of Vacation and Short Term Rental Regulations, including Section 30-237. - Vacation rentals and short term rentals.**

SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

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.

APPLICANT'S SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

THE ABOVE PERSON IS KNOWN PERSONALY TO ME OR PRODUCED IDENTIFICATION

\_\_\_\_\_  
SWORN TO AND SUBSCRIBED before me THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Any other information that this section, or any rules and procedures for implementation of this section that requires the owner to provide to the Town as part of application for or renewal of a Short Term Rental Certificate, please indicate below –

\_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SHORT TERM RENTAL CERTIFICATE FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

## REFERENCE INFORMATION FOR VACATION AND SHORT TERM RENTALS

1. FLORIDA HOTEL/MOTEL LICENSE - Required for all Vacation and Short Term Rentals. To obtain a State License, contact the Florida Department of Business and Professional Regulation:
  - a) Phone: 850-487-1395
  - b) E-mail: [callcenter@dbpr.state.fl.us](mailto:callcenter@dbpr.state.fl.us) or complete the contact form at <http://www.myfloridalicense.com/contactus/>
  - c) On Line: [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr)
  
2. FLORIDA DEPARTMENT OF REVENUE SALES TAX -- Application for Sales Tax registration forms may be obtained in person, by mail, on line, or call for information.
  - a) Florida Dept. of Revenue 3111 N. University Drive, Suite 501, Coral Springs, FL 33054-5096
  - b) Phone: 954-346-3000
  - c) On Line: [www.MyFlorida.com/dor](http://www.MyFlorida.com/dor)  
Note: There will be a registration fee.
  
3. TOWN OF LAUDERDALE-BY-THE-SEA LOCAL BUSINESS TAX -- Information and application may be obtained from the following:
  - a) Development Services Department
  - b) Phone: 954-640-4203
  - c) On Line: [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov) -- go to Town Documents – select Business Tax Receipt License (formerly Occupational License)
  
4. INSPECTION – An annual inspection is mandatory for maintaining a license. If you have further questions regarding safety issues, please call the Lauderdale-By-The-Sea, Development Services Department at 954-640-4216.

**ALL FEES OR FINES MUST BE PAID BEFORE A LICENSE WILL BE ISSUED.  
(Please Refer to attached Fee Schedule).**

# BUSINESS RELATED AGENCIES

<b>Agencies</b>	<b>Locations</b>	<b>Phone</b>
Town of Lauderdale-By-The Sea Zoning Department	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	954-640-4210
Town of Lauderdale-By-The-Sea Building Department	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	954-640-4215
Broward County Local Business Tax Receipt License	115 S. Andrews Avenue Fort Lauderdale, FL 33301	954-831-4000
Broward County Consumer Affairs	115 S. Andrews Avenue Fort Lauderdale, FL 33301	954-765-5350
Fictitious Name Registration	Florida Secretary of State's Office <a href="http://www.Sunbiz.Org">www.Sunbiz.Org</a>	850-487-6059
Department of Professional Regulations (DPBR)	<a href="http://www.Stateofflorida.Com">www.Stateofflorida.Com</a>	954-917-1330
Competency Card Information		954-765-4400
Health Permits		954-467-4823
Florida Hotel & Restaurant (Alcohol License)		954-917-1330 850-922-6057
Florida Construction Industry License Board		954-487-1395
Florida Real Estate Board		954-917-1324
B.I.S. (Investigative Services)		954-917-1330
Child Care Licensing		954-765-4646
Fire Inspectors		954-640-4250
Florida State Sales Tax Information	3111 University Drive, Suite 502 Corals Springs FL	954-346-3000
Florida Division of Corporations	<a href="http://www.sunbiz.org">www.sunbiz.org</a>	850-488-6059

# SHORT-TERM RENTAL

## SCHEDULE OF FEES (Resolution 2017-48)

Town Commission Adopted December 12, 2017

**\*ALL FEES OR FINES MUST BE PAID BEFORE A LICENSE WILL BE ISSUED.\***

Single Family, Townhome (first unit)	New	\$750.00
Each Additional Unit (submitted with first unit)		\$300.00
Single Family, Townhome (first unit)	Renewal	\$500.00
Each Additional Unit (submitted with first unit)		\$200.00
Safety Inspection, Re-Inspection, and No Show Inspections		\$75.00
Appeal from Revocation or Suspension of Vacation Rental Certificate or of Vacation Rental Agent Status		\$500.00