



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

**APPLICATION FOR A VACATION RENTAL
CERTIFICATE**
(No less than 7 days and no more than 3 consecutive months)

Rental Property Address: _____ Date: _____
Name of House for Advertising Purposes _____
New () Renewal () Transfer () Number of bedrooms _____
Square footage excluding bedrooms and kitchen: _____ Phone Number: _____
Website(s) to be used for advertising purposes: _____
Property name or reference number used for web advertising: _____

OWNERS INFORMATION

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

PROPERTY MANAGERS 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 _____

24/7 LOCAL CONTACT INFORMATION

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

THE FOLLOWING LICENSES MUST BE SUBMITTED: (Refer to State & County Information Sheet)

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

INSPECTION: An annual inspection is mandatory for maintaining a Vacation Rental Certificate.

ADDITIONAL REQUIREMENTS:

- () PROVIDE A SKETCH OF THE UNIT'S FLOOR PLAN AND SITE INCLUDING PARKING AREAS.
(ATTACH SKETCH TO APPLICATION)
- () PROVIDE PHOTOS OF THE HOUSE, FRONT AND REAR.
(ATTACH PHOTOS TO APPLICATION)
- () PROVIDE THE NUMBER AND LOCATION OF DESIGNATED PARKING SPACES legally available for Occupants of the vacation rental unit, excluding public parking spaces below.

() WILL PETS BE ALLOWED IN THE UNIT?

() YES () NO IF YES, HOW MANY PET(S) _____. TYPE OF PET(S) _____

Once this application is processed, inspections will be conducted to confirm the following:

- () Compliance with Uniform Fire Safety Standards for Transient Public Lodging Establishments (Rules 69A-43).
- () Compliance with Florida Fire Prevention Code (69:-60)
- () Compliance with Florida Administrative Code where applicable.

PROPERTY OWNER'S AGREEMENT:

BY signing this AGREEMENT, the Property Owner agrees to use his or her best efforts to assure that the vacation 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 being provided a copy of Town Ordinance 30-327 for Vacation 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 PERSONALLY 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 Vacation Rental Certificate, please indicate below –

APPROVED BY: _____

DATE: _____

VACATION RENTAL CERTIFICATE FEE: _____

DATE PAID: _____

REFERENCE INFORMATION FOR VACATION RENTALS

1. FLORIDA HOTEL/MOTEL LICENSE - Required for all Vacation 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 or complete the contact form at <http://www.myfloridalicense.com/contactus/>
 - c) On Line: 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
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 -- 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 954-640-4210.

5. ALL FEES OR FINES MUST BE PAID BEFORE A BUSINESS TAX RECEIPT OR VACATION RENTAL CERTIFICATE WILL BE ISSUED.
(Please Refer to attached Fee Schedule).

BUSINESS RELATED AGENCIES

Agencies	Locations	Phone
Town of Lauderdale-By-The Sea Zoning Department	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	954-640-4210
Cap Government	4501 Ocean Drive Lauderdale-By-The-Sea FL 33308	
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 www.Sunbiz.Org	850-487-6058
Department of Professional Regulations (DPBR)	www.Stateofflorida.Com	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		954-563-8533
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	www.sunbiz.org	850-488-6058

Town of Lauderdale-By-The-Sea

VACATION RENTAL

SCHEDULE OF FEES

(Resolution 2016-20)

Town Commission Adopted May 24, 2016

Vacation Rental – (no less than 7 days – no more than three consecutive months)

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

Single Family, Townhome	New	\$750.00
Single Family, Townhome	Renewal	\$500.00
Safety Inspection, Re-Inspection, & No Show Inspections		\$ 75.00
Appeal from Revocation or Suspension of Vacation Rental Certificate or of Vacation Rental Agent Status		\$500.00