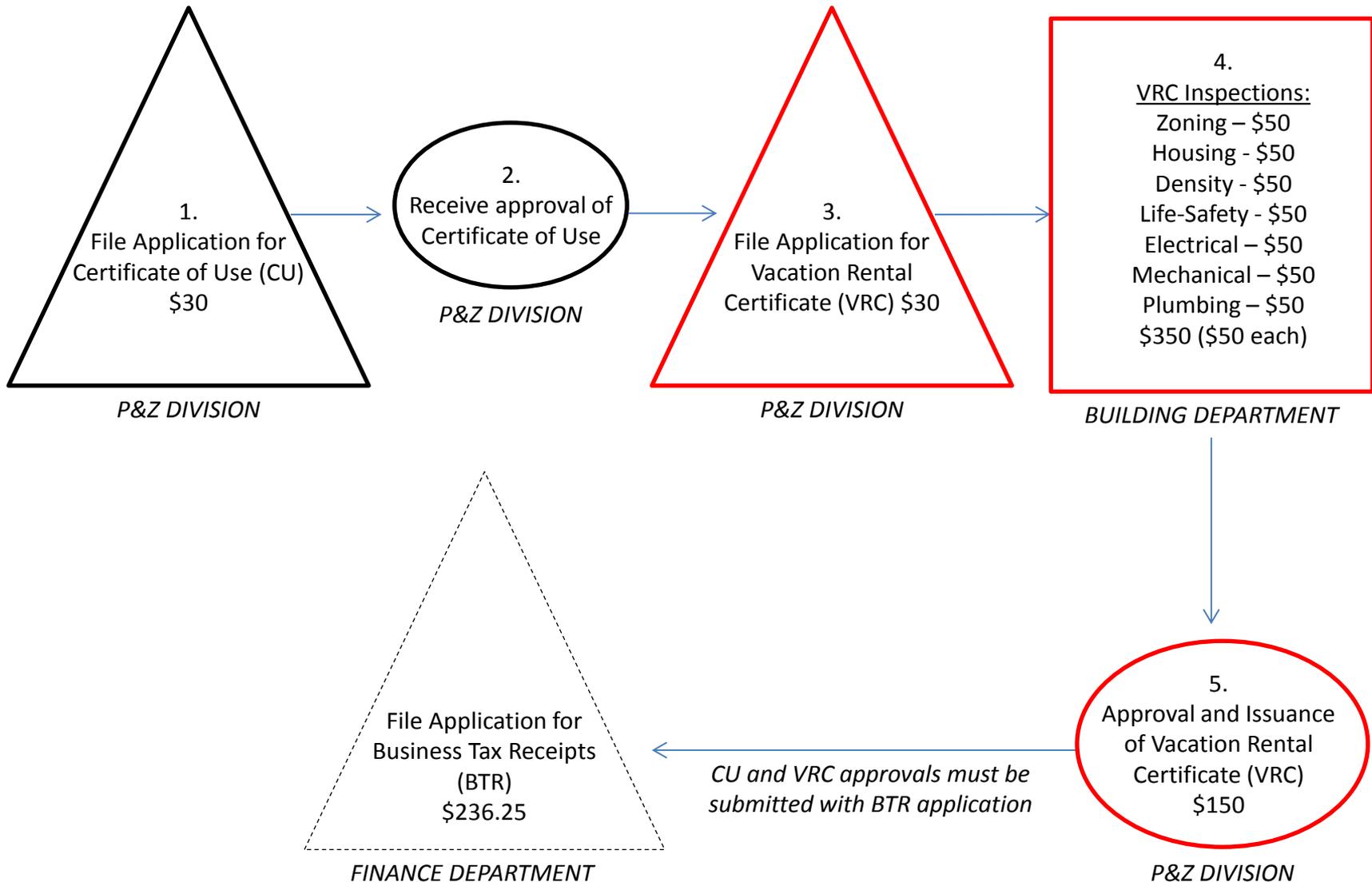


VACATION RENTAL PROCESS:



** Vacation Rental Certificate expire annually. Applicants must re-apply each year for a new Vacation Rental Certificate (VRC).
** Code will track & monitor the renewals of existing of VRC properties.



CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
ZONING DIVISION

100 W Dania Beach Blvd. Dania Beach, FL 33004
TEL: 954-924-6805 / FAX: 954-922-2687

CERTIFICATE OF USE APPLICATION

There is a non-refundable \$30 fee for the processing of this application.

(Remit a check payable to the City of Dania Beach.)

Date of Application: _____
Name of Business: _____
D/B/A: _____
Business Address: _____
Building #: _____ Bay/Suite #: _____
Email : _____
Business Owner's Name: _____
Business Owner's Address: _____
Business Owner's City/State/Zip: _____

Folio #: _____
Property Zoned: _____
Business Tel: _____
Business Fax: _____
Emergency Tel: _____
Square Ft of Bay/Space: _____
Multi-Tenant Bldg. Yes No
Home Tel: _____
Alternate Tel: _____

CERTIFICATE OF USE APPLIED FOR (CHECK ONE):

- New Business Change of Business Name Change of Ownership
 Adding or Changing of Use Transfer Location (existing business to new location)

PROPOSED USE (DETAILED DESCRIPTION OF ACTIVITIES): **VACATION RENTAL** _____

NOTE: THIS APPLICATION IS **ONLY** REVIEWED TO DETERMINE IF THE USE IS ALLOWED BY THE ZONING DISTRICT. ALL OTHER CITY OR STATE REQUIREMENTS AND REGULATIONS CONTINUE TO BE APPLICABLE.

NOTE: Application must be signed by business owner or authorized corporate officer.

Signature

Title

Printed Name

Date

State of Florida:
County of Broward:

The foregoing instrument was acknowledged before me this _____ day of _____, by _____ who is personally know to me or who has produced _____ as identification, and who did (or did not) take an oath.

NOTARY PUBLIC (SEAL)
MY COMMISSION EXPIRES:

OFFICE USE ONLY: DO NOT COMPLETE BELOW THIS LINE.

[] APPROVED: CERTIFICATE NUMBER: _____ **BY (INITIALS):** _____

[] DENIED: INFORMED APPLICANT VIA: _____ **DATE:** _____



CERTIFICATE OF USE

SUPPLEMENTAL APPLICATION

1. CURRENT USE OF STRUCTURE _____
 - A. Square Footage _____
2. PROPOSED USE OF THE STRUCTURE* _____
 - A. Square Footage _____
3. SINGLE OR MULTI-TENANT BUILDING _____
 - A. IF MULTI-TENANT: YOU MAY BE ASKED TO PROVIDE A LIST OF OTHER TENANTS IN THE PROPERTY , THEIR USES AND SQUARE FOOTAGE
4. TOTAL NUMBER OF PARKING SPACES ON-SITE _____
 - A. Total Spaces Required (Staff Only) _____
5. IF VACANT, HOW LONG HAS IT BEEN VACANT? _____
6. * VACANCY FOR GREATER THAN 6 MONTHS AND/OR A CHANGE OF USE MAY REQUIRE SITE PLAN APPROVAL PURSUANT TO ARTICLE 635 AND OR COMPLAINEE WITH VEHICULAR USE AREA LANDSCAPING PURSUANT TO ARTICLE 275 PRIOR TO ISSUANCE OF CERTIFICATE OF USE.
7. ARE THERE ANY CODE VIOLATIONS? _____



City of Dania Beach, Florida
Department of Community Development
Planning and Zoning Division
(954) 924-6805 X3643
(954) 922-2687 Fax

Standard Development Application

- Administrative Variance
- Land Use Amendment
- Plat
- Rezoning
- Site Plan
- Special Exception
- Variance
- Other: VACATION RENTAL

Date Rec'd: _____

Petition No.: _____

(SEE APPLICATION TYPE SCHEDULE ON PAGES 3 & 4) \$30 Application Fee

THIS APPLICATION WILL NOT BE ACCEPTED UNTIL IT IS COMPLETE AND ALL NECESSARY DOCUMENTS. Refer to the application type at the top of this form and required "Documentation" checklist to determine the supplemental documents required with each application. For after the fact applications, the responsible contractor of record shall be present at the board hearing. Their failure to attend may impact upon the disposition of your application. As always, the applicant or their authorized legal agent must be present at all meetings. All projects must also obtain a building permit from the City Building Division. For more information please reference the **Dania Beach Land Development Code Part 6, Development Review Procedures and Requirements.**

Location Address: _____

Lot(s): _____ Block: _____ Subdivision: _____

Recorded Plat Name: _____

Folio Number(s): _____ Legal Description: _____

Applicant/Consultant/Legal Representative (**circle one**) _____

Address of Applicant: _____

Business Telephone: _____ Home: _____ Fax: _____

E-mail address: _____

Name of Property Owner: _____

Address of Property Owner: _____

Business Telephone: _____ Home: _____ Fax: _____

Explanation of Request: _____

*For **Plats** please provide proposed **Plat Name** for **Variations** please attach **Criteria Statement** as per **Section 625.40 of the Land Development Code.***

Prop. Net Acreage: _____ Gross Acreage: _____ Prop. Square Footage: _____

Existing Use: _____ Proposed Use: VACATION RENTAL

Is property owned individually, by a corporation, association, or a joint venture? _____

AUTHORIZED REPRESENTATIVE

I/we are fully aware of the request being made to the City of Dania Beach. If I/We are unable to be present, I/we hereby authorize _____ (individual/firm) to represent me/us in all matters related to this application. I/we hereby acknowledge that the applicable fee was established to offset administrative costs and is not refundable.

I/we are fully aware that all approvals automatically expire within 12 months of City of Dania Beach Planning and Zoning Board or City Commission approval, or pursuant to the expiration timeframe listed in Part 6 of the Dania Beach Land Development Code.

STATE OF FLORIDA
COUNTY OF BROWARD
The foregoing instrument
was acknowledged

By: _____
(Owner / Agent signature*)

BEFORE ME THIS _____ DAY OF _____, 20_____

By:

(Print name of person acknowledging)

(Joint owner signature if applicable)

Notary _____

(Signature of Notary Public – State of _____)

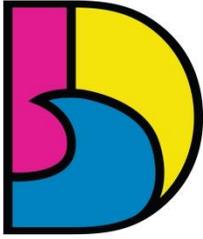
Personally known _____ or Produced Identification _____

Type of identification produced: _____ or Drivers License _____

***If joint ownership, both parties must sign. If partnership, corporation or association, an authorized officer must sign on behalf of the group. A notarized letter of authorization from the owner of record must accompany the application if an authorized agent signs for the owner(s).**

NO APPLICATION WILL BE AUTOMATICALLY SCHEDULED FOR A MEETING.

***ALL APPLICATIONS MUST BE DETERMINED COMPLETE BY STAFF
BEFORE PROCESSING OCCURS.***



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

**CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT
DEPARTMENT**

VACATION RENTAL QUESTIONNAIRE

As defined per Sec. 16-2 (e) of the City's Code of Ordinances

- Property Owner or Local Agent Information:
 - Name: _____
 - Address: _____
 - Phone #: _____
 - Email Address: _____

- Address of the unit to be used as a Vacation Rental:
 - _____

- Will pets be allowed in the vacation rental property?
 - ___ Yes
 - ___ No

- Total number of parking spaces on site:
 - _____

- Owner's sworn acknowledgement:

I _____ has received a copy of Chapter 16.2 - Vacation Rentals.

I _____ has reviewed Chapter 16.2 - Vacation Rentals, and understand the requirements.

- Owner's agreement:

I _____ agree to use my 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.

The following documents must be attached to this questionnaire:

1. Boundary Survey
2. Floor Plan
3. Sketch of the Vacation Rental property's
4. Proof of compliance (State of Florida License)

A license from the State of Florida Department of Business and Professional Regulations for this property. An online application is available on the State of Florida's website at

www.MyFloridaLicense.com

Customer Contact Center at (850)487-1395

Any other information that this section, or any rules and procedures for implementation of this section, requires the owner to provide to the city as part of application for or renewal of a vacation rental certificate.

*** Vacation Rental inspections will occur after submitting all required documents***

Affidavit of Compliance (Owner)

Before me, the undersigned authority personally appeared _____ (**print name**) who, after being duly sworn, says he/she personally knows the facts stated in this document.

1. As of the date this affidavit is signed, I am the known owner of or person who is a principal of an entity that owns the residence located at _____ (**street address**) Dania Beach, Florida (the “Property”)
2. On _____ (**date**), I submitted an application for the registration of a residence as a vacation rental and request for a Vacation Rental License to the City of Dania Beach.
3. I certify that I have read and understood all of the questions in this application and that all of the foregoing information submitted in this application and supporting documents are true and correct to the best of my knowledge.
4. I certify that I have read and understood Chapter 16, “Vacation Rentals” of the City of Dania Beach Code of Ordinances **AND** short-term vacation rental compliance regulations and standards as set forth in this Application and I will continue to operate in compliance with those requirements.
5. I certify that I will adhere to and comply with the sexual offender proximity prohibitions and notification requirements, as set forth in Section 16-2 of the City Code of Ordinances.
6. I certify that I will not allow human trafficking activity within the vacation rental, in accordance with Section 16-2 of the City Code of Ordinances.
7. I certify that the Property has no pending Code Violations or unsatisfied Liens.
8. This Affidavit can be executed on behalf of the Owner by an Authorized Agent with a valid Power of Attorney. The original Power of Attorney must be attached to the Affidavit.
9. By signing this affidavit, I testify I have read this document and agree to comply with the requirements in this document in addition to all requirements of the City of Dania Beach Code of Ordinances, applicable ordinances, state and federal law.

PRINT NAME OF PROPERTY OWNER OR
AUTHORIZED AGENT

SIGNATURE OF PROPERTY OWNER OR
AUTHORIZED AGENT

DATE

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this ___ day of _____, 20___,
by _____ on behalf of _____, a
Florida (corporation) (partnership) (other). He/She is personally known to me or has produced
_____ as identification and did take an oath.

NOTARY PUBLIC
State of Florida

My Commission Expires:

Affidavit of Compliance (Vacation Rental Agent)

Before me, the undersigned authority personally appeared _____ (**print name**) who, after being duly sworn, says he/she personally knows the facts stated in this document.

1. As of the date this affidavit is signed, I am the Vacation Rental Agent of the residence located at _____ (**street address**) Dania Beach, Florida (the “Property”).
2. I am the owner of or person who is a principal of an entity that owns the Property.
 YES NO
3. I certify that I have read and understand the provision of Chapter 16, “Vacation Rentals” of the City of Dania Beach Code of Ordinances **AND** vacation rental compliance regulations and standards as set forth in this Application and I will continue to operate in compliance with these requirements.
4. I agree to perform the following responsibilities with regard to the Vacation Rental Property.
 - a) Be available by landline or mobile telephone to address problems with the rental of the property on a twenty-four (24) hours a day basis, seven (7) days a week;
 - b) Be situated close enough to the Property so as to be able to respond in person within one (1) hour of being notified by a vacation rental occupant, law enforcement officer, emergency personnel, or the City of issues related to the vacation rental;
 - c) Keep available a list of the names of all guests, which shall be made available for inspection by authorized personnel of the City at all times upon request;
 - d) Maintain the entire property free of garbage and litter, provided however, that this section shall not prohibit the storage of garbage and litter in authorized receptacles for collection;
 - e) Conduct an on-site inspection of the vacation rental at the end of each rental period to ensure continued compliance with requirements of the City Code of Ordinances of the City of Dania Beach.
 - f) Adhere to and comply with the sexual offender proximity prohibitions and notification requirements, as set forth in Section 16-2 of the City Code of Ordinances.
 - g) Will not allow human trafficking activity within the vacation rental, in accordance with Section 16-2 of the City Code of Ordinances.
5. By signing this affidavit, I testify I have read this document and agree to comply with the requirements in it in addition to all requirements of the City of Dania Beach Code of Ordinances, applicable ordinances, state and federal law.

PRINT NAME OF VACATION
RENTAL AGENT

SIGNATURE OF PROPERTY OWNER OR
AUTHORIZED AGENT

DATE

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on _____
by _____ on behalf of _____, a
Florida (corporation) (partnership) (other). He/She is personally known to me or has produced
_____ as identification and did take an oath.

NOTARY PUBLIC
State of Florida
My Commission Expires

Sec. 16-2. - Vacation rentals.

- (a) *Applicability.* This chapter shall apply to a vacation rental, as defined in section 16-1, of a single-family dwelling, a two-family dwelling, a three-family dwelling, or a four-family dwelling. This chapter shall not apply to vacation rentals within a multi-family residential building, or a group of multi-family residential buildings, which includes more than four (4) individual dwelling units within such building or group of buildings.
- (b) *Vacation rentals prohibited unless in compliance with this chapter.* No person shall rent or lease all or any portion of a dwelling unit as a vacation rental as defined in section 16-1 without first (i) obtaining a business tax receipt from the city pursuant to chapter 15 of the Code, and (ii) complying with the regulations contained in this chapter. No person shall allow occupancy or possession of all or any portion of a dwelling unit as a vacation rental if the dwelling is in violation of any zoning, building, housing, density, life/safety and fire codes or regulations.
- (c) *Prohibition.* No person shall allow occupancy or possession of all or any portion of a dwelling unit as a vacation rental for fewer than five (5) consecutive days.
- (d) *Vacation rental certificate.* Any property owner, who wishes to use his or her dwelling unit as a vacation rental, must first apply for and receive a vacation rental certificate from the city, and renew the certificate annually for as long as the unit is used as a vacation rental. Each dwelling unit used as a vacation rental requires a separate vacation rental certificate. An annual certificate fee shall be paid for each dwelling unit certified as a vacation rental, in an amount to be determined by resolution of the city commission, to cover the costs of administration of the certificate and inspection program. Failure to comply with any of the requirements of this section shall be grounds for revocation or suspension of the certificate, in accordance with the requirements contained herein.
- (e) *Application for a vacation rental certificate.* Each property owner seeking a vacation rental certificate, or renewal of a vacation rental certificate, shall submit an application in a form specified by the city manager or designee, along with an application fee in an amount to be determined by resolution of the city commission. At a minimum, the application shall include all of the following:
 - (1) The name, address and phone number of the owner(s) of record of the dwelling unit for which a certificate is sought;
 - (2) The address of the unit to be used as a vacation rental;
 - (3) The name, address and phone number of the designated vacation rental agent;
 - (4) The owner's sworn acknowledgement that he or she has received a copy of this chapter, has reviewed it and understands its requirements;
 - (5) Proof of compliance with F.S. Chs. 212 (Florida Tax and Revenue Act) and 509 (Public Lodging Establishments), and Rules 69A-43 (Uniform Fire Safety Standards for Transient Public Lodging Establishments) and 69A-60 (the Florida Fire Prevention Code), Florida Administrative Code, where applicable;
 - (6) A copy of the city's inspection report;
 - (7) A sketch of the vacation rental property's floor plan and site, including parking areas;
 - (8) The number and location of designated parking spaces legally available for occupants of the vacation rental, excluding public parking spaces;
 - (9) An indication of whether pets will be allowed in the vacation rental;
 - (10) The owner's agreement 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; and

- (11) Any other information that this section, or any rules and procedures for implementation of this section, requires the owner to provide to the city as part of application for or renewal of a vacation rental certificate.

(f) *Inspections/Re-inspections of vacation rentals.*

- (1) An inspection of the dwelling unit for compliance with zoning, building, housing, density, life/safety and fire codes or regulations is required prior to issuance of a vacation rental certificate. If violations are found, all violations must be corrected and the dwelling unit must be re-inspected prior to issuance of the vacation rental certificate as provided herein. A combined inspection can be requested for purposes of the business tax receipt and the vacation rental certificate for the vacation rental unit.
- (2) Dwelling units used for vacation rentals must be properly maintained and must be re-inspected annually.
- (3) If the inspector(s) has made an appointment with the property owner to complete an inspection, and no adult person was at the dwelling unit to admit the officer at the scheduled time, the applicant shall be charged a "no show" fee in an amount to be determined by resolution of the city commission to cover the expense incurred by the city.
- (4) If the inspector(s) is denied admittance by the property owner, or if the inspector(s) fails in at least three attempts to complete an initial or renewal inspection of the dwelling unit because there was no adult person present to admit him or her, the inspector(s) shall provide notice of failure of inspection to the property owner by certified mail or other legal service to the address shown on the existing vacation rental certificate or the application for vacation rental certificate. Within ten (10) days after receipt or refusal of such notice, the property owner shall arrange for the inspector(s) access to the dwelling unit for the completion of the required inspection.

(g) *Code violations.*

- (1) If an owner of a dwelling unit used for vacation rentals has been cited and found to be in violation of a zoning, building, housing, density, life/safety or fire code or regulation by the county court or code enforcement special magistrate, the order of the court or special magistrate shall include payment of an administrative fee for each required inspection or re-inspection of the dwelling unit in an amount to be determined by resolution of the city commission. The required inspection fees shall be included as part of the administrative costs assessed by the city and shall be included in any liens filed by the city.
- (2) Each day of renting a dwelling unit for vacation rental use without having a vacation rental certificate shall constitute a separate and distinct violation of this section.

(h) *Vacation rental agent.*

- (1) The property owner shall designate a vacation rental agent on its vacation rental certificate application or renewal, and provide the agent's name, address and phone number. The property owner may serve as the vacation rental agent. Alternatively, the owner may designate as his or her agent any natural person 18 years of age or older, who is (i) customarily present at a business location within the city for the purposes of transacting business, or (ii) actually resides within the city. In order to be designated a vacation rental agent, a person must first present the city with written certification that he or she agrees to perform the duties specified in subsection (2) below.
- (2) The duties of the vacation rental agent are to:
 - (i) Be available at the listed phone number twenty-four (24) hours a day, seven (7) days a week to handle any problems arising from the vacation rental use; and
 - (ii) Be able and willing to come to the vacation rental dwelling unit within three (3) hours following notification from the city of issues related to the vacation rental; and
 - (iii) Receive service of any notice of violation of this chapter; and

- (iv) Monitor the vacation rental dwelling unit at least weekly to assure continued compliance with the requirements of this chapter.
- (3) Vacation rental agent status may be suspended or revoked by the city manager if a vacation rental agent fails to perform any of the above-listed duties, after proper notice and hearing. The city shall maintain a written record of its contacts with vacation rental agents, including a notation of whether the agent responded within the three (3) hours and how the issue was resolved.
 - (i) *Suspension.* The city manager may suspend a person's vacation rental agent status for any or all vacation rental property in the city for minor violations for a period of time not to exceed three (3) months, or until certain conditions have been complied with or violations cured.
 - (ii) *Revocation.* The city manager may revoke a person's vacation rental agent status for all vacation rental property in the city for major or repeated violations. After revocation of a property owner's vacation rental certificate, the owner shall not reapply for a vacation rental agent status for any vacation rental property in the city until the basis for the revocation has been resolved and in no event prior to six (6) months following the date of revocation.
- (4) An owner may change his or her designation of a vacation rental agent temporarily or permanently; however, there shall only be one (1) vacation rental agent for each vacation rental property at any given time. To change the designated agent, the owner shall notify the city in writing of the name, contact information and certifications required in (h)(1) above for the new vacation rental agent and pay the applicable fee, if any, determined by resolution of the city commission. Any notice of violation or legal process which has been delivered or served upon the previous vacation rental agent, prior to the city's receipt of notice of change of the vacation rental agent, shall be deemed effective service.
- (5) It shall be the sole responsibility of the property owner to appoint a reliable vacation rental agent and to inform the agent of his or her correct mailing address. Failure to do so shall not be a defense to a violation of this section. No property owner shall designate as a vacation rental agent any person who does not expressly comply with the provisions of this section. The property owner or the vacation rental agent shall be deemed to be the "violation" of this section as the term is used in F.S. § 162.06. Service of notice on the vacation rental agent shall be deemed service of notice on the property owner, tenant and violator.
- (6) A person may serve as a vacation rental agent for one or more vacation rental property owners if:
 - (i) The agent provides the city with written authorization from each owner represented; and
 - (ii) Each authorization must state that the owner has received a copy of, has reviewed and understands this section; and
 - (iii) Each owner must sign the authorization and acknowledge the requirements of this section.
- (i) *Vacation rental occupants.*
 - (1) Maximum occupancy of a dwelling unit for vacation rental use shall not exceed two (2) persons per bedroom plus two persons, but in no event shall the total occupancy of any single vacation rental dwelling unit exceed ten (10) persons or violate the minimum housing standards of chapter 8 "buildings" of this Code.
 - (2) The occupant(s) of each vacation rental dwelling unit should receive a written copy of this chapter and the city's pet, noise, and trash regulations.
 - (3) The written agreement between the property owner and the occupant(s) should specify all of the following:
 - (i) The name of all persons who will be occupying the unit;

- (ii) The license tag numbers for all vehicles that the occupant(s) will be parking at the unit, with a total number not to exceed the number of legal parking spaces at the unit, as designated on the vacation rental certificate;
 - (iii) The occupant(s)' agreement to abide by all the requirements of this section, and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else without a new agreement being entered into between the new occupant(s) and the owner; and
 - (iv) The occupant(s)' acknowledgement and agreement that violation of the agreement or this section may result in immediate termination of the agreement and eviction from the vacation rental unit by the owner or resident agent, and potential liability for payment of fines levied by the city.
- (4) Occupants may only park in the spaces designated on the vacation rental certificate sketch.
- (5) All occupants must evacuate from the vacation rental upon posting of any nonresident evacuation order.
- (j) *Vacation rental dwelling unit.*
- (1) There shall be posted, in the unit on or within ten (10) feet of the front door, all of the following information:
- (i) The name, address and phone number of the vacation rental agent;
 - (ii) The maximum occupancy of the unit;
 - (iii) The maximum number of vehicles that can be parked at the unit, along with a sketch of the location of the parking spaces;
 - (iv) The days of trash pickup, and a notice that trash shall not be left or stored outside the unit except after 6:00 pm on the day prior to pickup, and the trash containers shall be removed from the curb no later than 6:00 pm on the day of pickup;
 - (v) The location of the nearest hospital and police station;
 - (vi) A legible copy of the vacation rental certificate;
 - (vii) A legible copy of this chapter; and
 - (viii) A legible copy of the agreement between the owner and the vacation rental occupant(s), for the duration of the rental period covered by that agreement.
- (2) Each vacation rental unit must contain the covered trash container(s) provided by the city's waste hauler. Placement of trash container(s) for curbside pickup shall be in compliance with city regulations.

(Ord. No. 2011-017, § 2, 5-31-11)



CITY OF DANIA BEACH
Local Business Tax Receipt Division
100 W Dania Beach Boulevard
Dania Beach, FL 33004
Phone: 954-924-6800 ext 3672 Fax 954 922-5619

PLEASE SUBMIT THE FOLLOWING DOCUMENTS (AS APPLICABLE):

1. **BEFORE submitting this application**, please contact the Zoning Division first at 954-924-6805 to determine if the proposed use is allowed at the location you are requesting a license for. You will be required to submit an application for a Certificate of Use (given with this package or download via the city website), and attach a letter describing the proposed business operations in detail, **to the Zoning Division**. There will be a fee charged by the Zoning Division prior to the Certificate of Use being issued. Zoning approval and the ability for you to obtain a Certificate of Use is required in order to process this Business License application, and the approved Certificate of Use must be attached to the application upon submission.
2. Complete the **Business License Application Form**. *Incomplete applications will not be accepted or processed.*
3. Written approval from your Board or Association, if applicable. This may also be required by your deed restrictions or association documents.
4. If the property is in the name of a Corporation, Partnership, LLC, etc., you must provide proof of having registered with the State of Florida.

LETTER OF REGISTRATION must be submitted along with:

State of Florida Certificate and Articles of Incorporation or LLC, which includes a list of the principals of the corporation.

.....**AND / OR**.....

State of Florida Fictitious Name Registration Certificate, whether you are doing business as a Fictitious Name only, or if you are a Corporation or LLC Doing Business As (d/b/a) another name.

5. Applicant's **social security number or EIN document** must be provided for verification, pursuant to Florida State Statute 205. This is accomplished by showing a supporting document or social security card to a Business Tax Official (or by mailing in a legible copy) to compare with the information supplied on the Business License Application Form.
6. Copy of the **Warranty Deed** as proof of ownership of the rental property, along with the **Broward County Property Appraisers informational sheet** (Both can be obtained through the internet at www.bcpa.net using the "record search" option).

7. Complete the **Broward Sheriff's Office Business Watch Application Form**. This form is passed along to BSO as a crime prevention measure, and provides the police with the necessary information in order to contact the property owner and/or manager in cases of emergency or public safety.



CITY OF DANIA BEACH
Local Business Tax Receipt Division
100 W Dania Beach Blvd. Dania Beach, FL 33004
Phone: 954-924-6800 ext 3672 / Fax: 954-922-5619

**Business License Application Form for
Residential Rental Property (Single-Family and Duplex Rentals)**

Pursuant to Florida Status Chapter 205 "Local Business Tax Receipt", all business owners are required to provide a federal identification number or social security number to the local governing authority prior to the renewal or issuance of your business tax receipt. It is also requested that you provide your standard industrial code if available.

Date of Application: _____ Property Folio: _____

Rental Property Address: _____

Type of Rental Unit(s) - **PLEASE SELECT ONE** Single-family home/
Condo/Townhome/
Mobile home (1 unit) Duplex
(2 units total
-both rental) Duplex (1 unit rental &
owner occupies 2nd unit)

Owner's Name(s): _____

Type of Ownership: Sole proprietorship/
Property Owner Partnership Corporation Other

Mailing Address: _____

City/State/Zip: _____

Telephone #: _____ Emergency #: _____

Owner's social security #: _____ Owner's FEIN#: _____

You must also provide written approval from your Board or Association (if applicable)

I hereby certify that the above information is complete, true and correct; and further I understand that any misstatement of facts contained in this application may cause my license to be revoked. I also understand that the property may be inspected to verify all information provided and to determine compliance with all applicable codes.

SIGNATURE OF OWNER(S) OR AUTHORIZED AGENT

DATE

OFFICE USE ONLY: DO NOT COMPLETE BELOW THIS LINE

PROPERTY ZONED: _____ NUMBER OF UNITS APPROVED FOR RENTAL: _____

CERTIFICATE OF USE ISSUED BY: _____ DATE: _____

CONDITIONS (IF ANY): _____

CLASSIFICATION (To be completed by BTR staff): _____

LICENSE #: _____ LICENSE FEE: _____ BY: _____ DATE: _____



Broward Sheriff's Office
District 2 - Dania Beach
Crime Prevention Unit
100 W Dania Beach Blvd
Dania Beach, FL 33004
Phone # 954-926-2400



Dania Beach Business Watch
Membership Application
(PLEASE PRINT)

Date: _____

Business Information

Business Name: RESIDENTIAL RENTAL PROPERTY (NUMBER OF UNITS =)

Business Address: _____

City: DANIA BEACH State: FL ZIP: _____

Owner / Manager Contact Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cellular: _____

E-Mail Address: _____

Emergency Contact Information

Name	Telephone

Comments: _____

For information on this and other crime prevention programs,
please contact our Crime Prevention Unit at 954.926.2400.

Zone # _____