

Residential Rental Certificate of Use Application Instructions Broward Municipal Services District (BMSD)

OVERVIEW

All owners of residential rental homes, buildings, and units in Broward County, who intend to lease, sublease, rent, or become involved in any other oral or written arrangement between a tenant/lessee, are required to have a Residential Rental Certificate of Use **if the property is not located within a city or municipality**. Each property with an individual property identification number issued by the [Broward County Property Appraiser's Office](#) is required to have its own Certificate of Use. Each separate lease, sublease, and/or agreement establishes a rental unit. All Residential Rental Certificates of Use are issued annually according to [Chapter 39 ARTICLE IX ½ Broward County Code of Ordinances](#).

Residential rental unit means any residential dwelling that is leased for residential purposes, including any single-family home, multi-family dwelling (*including condominium units*), duplex, triplex, and quadruplex, mobile home, or othersimilar units.

Residential rental unit does not include any dwelling unit that is owned by a federal, state, or local housing program or the US Department of Housing and Urban Development, hotels, motels, public lodging establishments, as defined in [Section 509.013, Florida Statutes](#), or any community residential facility licensed and inspected by the state of Florida.

An exemption from this requirement may be granted by filing the Exemption Affidavit form if the use of the property meets the requirements described on page 3 of this application. There is no fee to submit an exemption request.

SUBMITTING YOUR APPLICATION

You must include a nonrefundable annual fee of **\$75** with each Certificate of Use application. Please return your completed application and payment to the address indicated at top. Make checks payable to:

Broward County Board of County Commissioners

INSPECTION PROCESS

Once we receive your application and payment, a Code Enforcement officer will inspect the property's exterior condition. You will receive a copy of the inspection report indicating whether the property has any outstanding code violations, lot clearing liens or bills.

NOTICE

The annual renewal of the Certificate of Use and **\$75** fee are the responsibility of the landlord/property owner. Failure to renew prior to the Certificate's expiration date will subject you to code enforcement action. Residential rental units and properties subject to the provisions of this article will remain under the annual Certificate of Use requirements if the property remains occupied or an exemption has been approved. Any person, persons, or entity that has registered a property must report any change of required information contained in the Certificate of Use application, including change of ownership, **within 30 days** of the change.

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IMPORTANT: Before continuing with this application, please visit the [Broward County Property Appraiser's website](#) to verify your property is in the [Broward Municipal Services District](#) (Unincorporated). If your property is in a municipality or city, do not proceed with this application. Contact that city or municipality for their program information.

Property Information				
Owner(s) Legal Name(s)				
Property Address				Apt Number
City	State	Zip	Property ID / Folio Number	
Contact Information				
Name(s)				Date of Application
Mailing Address	City		State	Zip
Phone	24 / HR Emergency Phone		E-mail Address for Receiving Notices	
Zoning				
Building Type				
<input type="checkbox"/> Single-Family <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile Home <input type="checkbox"/> Condo <input type="checkbox"/> Multi-Family # of units ____ <input type="checkbox"/> Reserve Units				
Will any commercial vehicles or equipment be parked or stored at this property?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will tenant(s)/lessee(s) use the property for any commercial purpose?				<input type="checkbox"/> Yes <input type="checkbox"/> No

CASHIER VALIDATION

DO NOT
WRITE
IN THIS SPACE

Residential Rental Certificate of Use Exemption Affidavit Broward Municipal Services District (BMSD)

Property Information				
Owner(s) Legal Name(s)			Property Currently Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Address	Apt Number	City	State	Zip
Property ID / Folio Number	Phone	E-mail Address for Receiving Notices		
<p><input type="checkbox"/> Dwelling is a single-family or duplex property that is vacant and not intended to be used for a rental property by owner</p> <p><input type="checkbox"/> Dwelling is owner-occupied. Any owner-occupied dwelling unit is exempt from the certificate of use requirement. However, theremaining units within the building will require a certificate of use.</p> <p><input type="checkbox"/> Family occupied dwelling or dwelling unit. Property is occupied by one or more members of my family such as a parent, step-parent, or adult child, is being occupied as a single household unit, and I am receiving no net income and, therefore, does not require a residential rental certificate of use.</p> <p style="margin-left: 40px;">Name of family member(s): _____</p> <p style="margin-left: 40px;">Relationship to owner: _____</p> <p style="margin-left: 40px;">Contact Number(s): _____</p>				

Affidavit	
<p>I, _____, attest that I am the owner ('Affiant') of the property located at _____, that it meets one of the exemption requirements above, and, therefore, does not require a rental license. If I decide to rent this property at any time, pursuant to Broward County Ordinance 2013-28, Section 39-118, I will notify the Urban Planning Division's Code Enforcement Section and take the necessary steps to obtain a rental license immediately. I acknowledge that this affidavit is a "public record" and if I make a false entry or representation in this affidavit, then I will commit a violation of Section 39-118. I have carefully considered the contents of this affidavit before signing. I affirm that the contents are true, to the best of my knowledge.</p>	
<p>_____ Owner/Agent Signature</p>	<p>_____ Date</p>
<p>NOTARY PUBLIC STATE OF FLORIDA, COUNTY OF BROWARD</p>	
<p>The foregoing instrument was acknowledged before me by the Affiant by means of <input type="checkbox"/> physical presence <input type="checkbox"/> online notarization, this _____ day of _____, 20_____, by _____.</p> <p><input type="checkbox"/> Personally Known or <input type="checkbox"/> Produced Identification. ID Type: _____.</p>	
<p>(NOTARY SEAL)</p>	
<p>_____ Signature of Notary Public – State of Florida</p>	<p>_____ Name of Notary Typed, Printed or Stamped</p>