



VACATION RENTAL CHECKLIST

City Forms, Samples, and Links can be found: <https://www.fortlauderdale.gov/government/departments-a-h/development-services/building-services/all-permitting-forms> (under Community Enhancement tab)



Documents required for all applications

- Proof of property ownership (<https://web.bcpa.net/BcpaClient/#/Record-Search>)
- Sample Lease



Is the applicant the owner?

- If yes, skip
- If no:
 - Authorization letter



Is the property owned by a corporation?

- If yes:
 - Proof of Sunbiz registration (<https://dos.fl.gov/sunbiz/search/>)
- If no, proceed to next question



Is the home owner-occupied with only a portion of the home being rented?

- If yes:
 - Notarized statement or City form
- If no:
 - DBPR License (<https://www2.myfloridalicense.com/>)
 - Broward County Business Tax Receipt (<https://county-taxes.net/broward/btexpress>)



Will a hosting platform (ex: AirBnb) be used to list the property and collect taxes?

- If yes:
 - Notarized statement or City form
- If no:
 - Department of Revenue Sales Tax Certificate (<https://floridarevenue.com/taxes/eservices/Pages/filepay.aspx>)
 - Broward County Tourist Tax Coupon (<http://www.broward.org/RecordsTaxesTreasury/TaxesFees/Pages/TouristDevelopmentTaxes.aspx8-3004>)