



VACATION RENTAL STATE AND COUNTY LICENSES

STATE AND COUNTY LICENSES

The City of Fort Lauderdale requires every vacation rental property to first be licensed with the State and County before submitting an application with the City. The following licenses are to be obtained and a copy of each is to be submitted along with your application. Examples of each are also provided.





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.asp>)

Proof of Ownership (BCPA)

<https://web.bcpa.net/BcpaClient/#/Record-Search>



MARTY KIAR
BROWARD
 COUNTY
 PROPERTY APPRAISER

Site Address		ID #	
Property Owner		Millage	
Mailing Address		Use	
Abbr Legal Description			

The just values displayed below were set in compliance with [Sec. 193.011, Fla. Stat.](#), and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

* 2024 values are considered "working values" and are subject to change.

Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2024*	\$26,020	\$475,630	\$501,650	\$389,010	
2023	\$26,020	\$366,200	\$392,220	\$377,680	\$6,953.52
2022	\$26,020	\$340,660	\$366,680	\$366,680	\$6,599.20

2024* Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$501,650	\$501,650	\$501,650	\$501,650
Portability	0	0	0	0
Assessed/SOH 22	\$389,010	\$389,010	\$389,010	\$389,010
Homestead 100%	\$25,000	\$25,000	\$25,000	\$25,000
Add. Homestead	\$25,000	0	\$25,000	\$25,000
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type	0	0	0	0
Taxable	\$339,010	\$364,010	\$339,010	\$339,010

Sales History				Land Calculations		
Date	Type	Price	Book/Page or CIN	Price	Factor	Type
8/12/2021	WD-Q	\$370,000		\$5.50	4,730	SF
1/10/2018	WD-Q	\$270,000				
11/8/2016	WD-Q	\$178,000				
10/10/2003	QCD	\$100				
8/1/1992	WD	\$72,000				
				Adj. Bldg. S.F. (Card, Sketch)		1737
				Units/Beds/Baths		1/3/2
				Eff./Act. Year Built:		

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
03						F1		
R								



Detail by Entity Name

Filing Information

Document Number

FEVEIN Number

Date Filed

Effective Date

State

FL

Status

ACTIVE

Principal Address

Mailing Address

Registered Agent Name & Address

Authorized Person(s) Detail

Name & Address

Sample DBPR Certificate

<https://www2.myfloridalicense.com/>



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF HOTELS AND RESTAURANTS

THE SINGLE VACATION RENTAL-DWEL-2007 HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 509, FLORIDA STATUTES
NBR. OF UNITS: 1

[REDACTED]
[REDACTED]
[REDACTED]
FORT LAUDERDALE FL [REDACTED]

LICENSE NUMBER: [REDACTED]

EXPIRATION DATE: DECEMBER 1, 2024

Always verify licenses online at [MyFloridaLicense.com](https://www2.myfloridalicense.com/)

ISSUED: [REDACTED]

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Broward County Business Tax Receipt

<https://county-taxes.net/broward/btexpress>

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829
 VALID OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025

Business Name: _____ Receipt #: _____
 Business Type: _____
 Owner Name: _____ Business Opened: _____
 Business Location: _____ State/County/Cert/Reg: _____
 Exemption Code: _____
 Business Phone: _____

Rooms Seats Employees Machines Professionals

Tax Amount	For Vending Business Only			Vending Type:		
	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid

Receipt Fee
 Packing/Processing/Canning Employees

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT
 WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

Receipt
 Paid

2024 - 2025

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

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 Business Location: _____ State/County/Cert/Reg: _____
 Exemption Code: _____
 Business Phone: _____

Rooms Seats Employees Machines Professionals

Signature	For Vending Business Only			Vending Type:		
	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid

Receipt #
 Paid

Department of Revenue (DOR)

<https://floridarevenue.com/taxes/eservices/Pages/filepay.aspx>



2024 Florida Annual Resale Certificate for Sales Tax

DR-13
R. 10/23

This Certificate Expires on December 31, 2024

Business Name and Location Address

Certificate Number

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property
- Re-rental as tangible personal property
- Resale of services
- Re-rental as commercial real property
- Incorporation into tangible personal property being repaired
- Re-rental as transient rental property
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

Online: Visit floridarevenue.com/taxes/certificates

Phone: 877-357-3725 and enter your customer's Annual Resale Certificate number

Mobile App: Available for iPhone, iPad, and Android devices

Broward County Tourist Tax

<https://www.broward.org/RecordsTaxesTreasury/Pages/Default.aspx>



Finance and Administrative Services Department
RECORDS, TAXES, AND TREASURY DIVISION - Tourist Development Tax Section
115 S. Andrews Avenue, Room A-110 • Fort Lauderdale, Florida 33301 • 954-357-8455 • FAX 954-357-6524

Your return and payment are due on the 1st and late after the 20th day of the month following each reporting period. If the 20th falls on a Saturday, Sunday, or legal holiday, your return must be postmarked on the first business day following the 20th.

BROWARD COUNTY TOURIST DEVELOPMENT TAX RETURN YOUR COPY

REPORTING PERIOD:

ACCOUNT NUMBER:

PHYSICAL LOCATION:

TELEPHONE:

MAILING ADDRESS:

1. Gross Rental Receipts	
2. Less Exempt Receipts	
3. Total Taxable Receipts:	
4. Total Tax (8%):	
5. Adjustments:	
6. Total Tax Collected:	
7. Plus Penalty:	
8. Plus Interest:	
9. Current Amount Due:	
10. Credits Used:	
11. Returned Check Fee:	
12. Total Amount Due:	

Signature: _____ Date: _____

Make check payable to: Broward County Tax Collector
Payments must be made in U.S. Funds and drawn on a U.S. Bank.



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BROWARD COUNTY TOURIST DEVELOPMENT TAX RETURN Detach and return this PART

REPORTING PERIOD:

ACCOUNT NUMBER:

PHYSICAL LOCATION:

TELEPHONE:

MAILING ADDRESS:

1. Gross Rental Receipts	
2. Less Exempt Receipts	
3. Total Taxable Receipts:	
4. Total Tax (8%):	
5. Adjustments:	
6. Total Tax Collected:	
7. Plus Penalty:	
8. Plus Interest:	
9. Current Amount Due:	
10. Credits Used:	
11. Returned Check Fee:	
12. Total Amount Due:	

Signature: _____ Date: _____

Make check payable to: Broward County Tax Collector
Payments must be made in U.S. Funds and drawn on a U.S. Bank.



SALES TAX COLLECTION CONFIRMATION

(DATE)

I, _____, owner/ representative of
(PROPERTY OWNER/ AUTHORIZED AGENT)

_____ confirm that this property is being listed on
(PROPERTY ADDRESS)

_____. This/ These hosting platform/s will be
(HOSTING PLATFORMS)

collecting the following taxes on my behalf: (check all that apply)

Florida Department of Revenue

Broward County Tourist

(PROPERTY OWNER SIGNATURE)

(PROPERTY OWNER PRINTED NAME)



LETTER OF AUTHORIZATION

(DATE)

To Whom It May Concern:

This letter is made to authorize _____ to conduct business and make decisions regarding the operation
(APPLICANT)

of vacation rental property _____ on the behalf of _____
(PROPERTY ADDRESS) (PROPERTY OWNER)

Sincerely,

(PROPERTY OWNER SIGNATURE)

(PROPERTY OWNER PRINTED NAME)

STATE OF: _____

COUNTY OF: _____

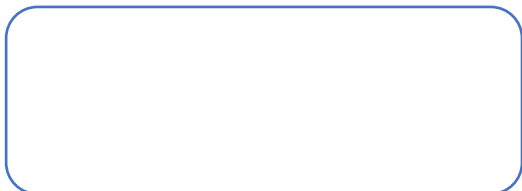
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of
(DAY)

_____ 20_____, by _____
(MONTH) (YEAR) (NAME OF SIGNOR)

Personally Known OR Produced Identification

Type of Identification: _____

(SEAL)



(SIGNATURE OF NOTARY PUBLIC)



HOMESTEAD AND/ OR OWNER OCCUPIED PROPERTY

(DATE)

I, _____, owner of
(PROPERTY OWNER)

_____ state that my property is:
(PROPERTY ADDRESS)

My primary residence or homestead exempt

Only a portion of the home is being rented

(PROPERTY OWNER SIGNATURE)

(PROPERTY OWNER PRINTED NAME)