HOW TO: SUBMIT A LANDLORD REGISTRATION APPLICATION AT LAUDERBUILD

This guide outlines the steps for submitting a **Landlord Registration** application online on **LauderBuild**. This registry is not for vacation rentals and owner-occupied residential dwelling units. To go to the **LauderBuild** website visit: **aca3.accela.com/FTL**.

> **NOTES: 1. This registry is NOT for vacation rentals or owner-occupied residential dwelling units.**
> **2. If your contact information is exempt from public disclosure, please provide other contact information for a responsible party that the City may use to contact you.**

For more information or if you have any questions about **Landlord Registration**, please contact the **Community Enhancement & Compliance Division** at **propertyregistry@fortlauderdale.gov**.

Register for a LauderBuild Account

In order to submit applications on LauderBuild users must be logged in to an account. If you do not have an account, you must first create one. (Please see the **LauderBuild User Guide** for more details.)

Account Registration Links
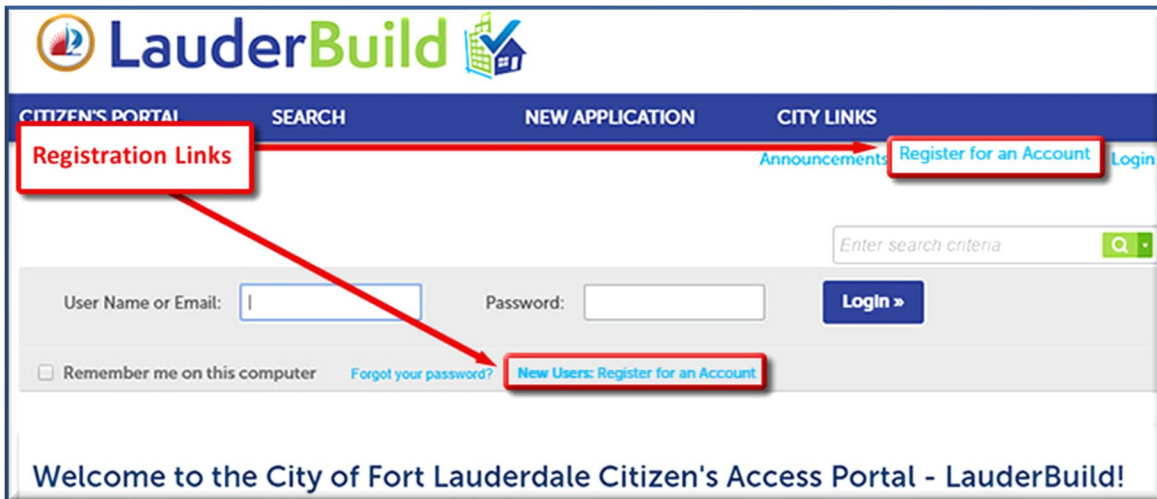
Create an Application

This section will show you how to create an application. This guide will focus on the Landlord Registration application, However, all applications and records on LauderBuild are similar, though each application will have its own unique fields and requirements.

1. Log in to your **LauderBuild** account.

2. Select **New Application > Enforcement**.
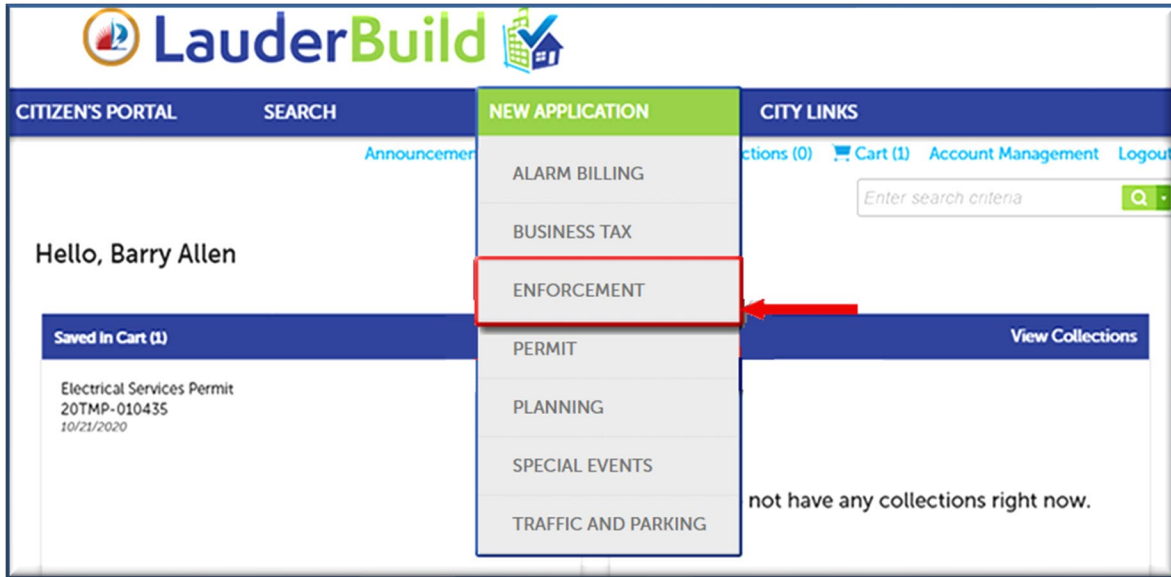
3. Read the **Terms of Use** and check the box to accept the terms. Click **Continue Application**.
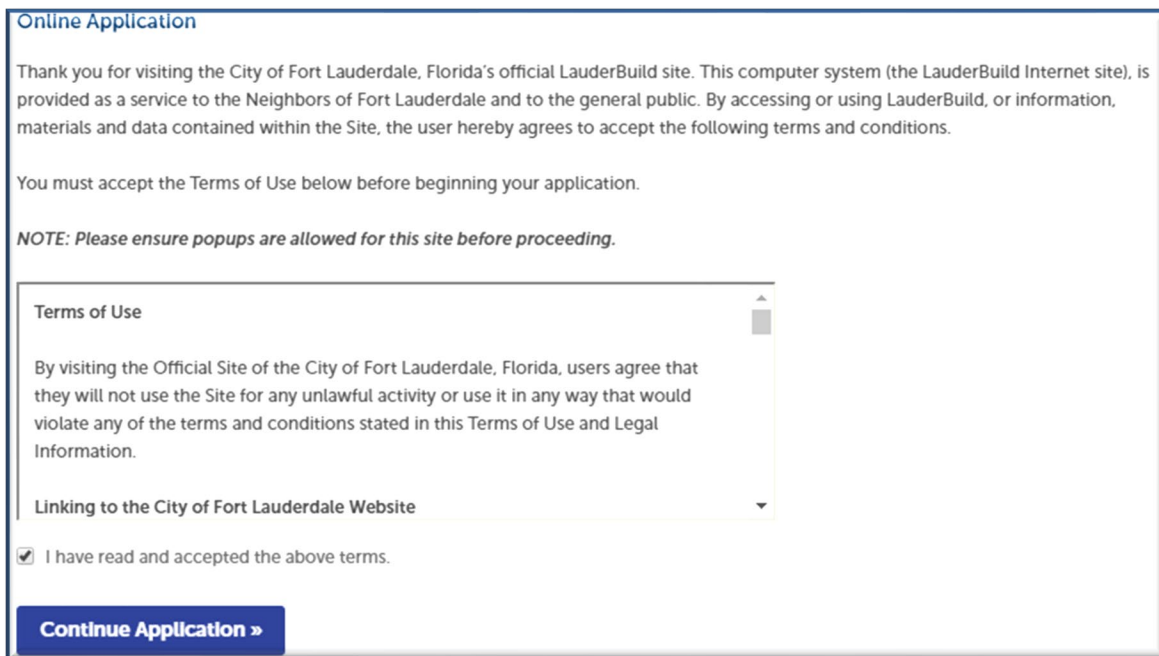
4. Next choose the type of application from the available options. You can use the dropdown arrow to expand the options OR you can start typing an application name in the filter field (e.g., "land") and click **Search**. Click **Continue Application**.

5. Complete the location information by searching by Address **OR** Parcel.

> *NOTE: – __DO NOT TRY TO FILL OUT ALL OF THE FIELDS__. Choose one section to search on and it will automatically populate fields with existing database data for the other address, parcel (folio) and owner (APO) fields.*

6. If necessary, select the correct location from the **Search Results** list and the other sections will automatically populate. Click **Continue Application**. (You may also click **Save and resume later** at any point in the application if you need to come back to the application later.)

7. Add required application contacts. You may add from contacts on your account or you can add new contacts. Click **Continue Application**. If choosing **Select from Account**, we generally recommend selecting the **Associated Contact** even if you are the Associated Owner because that contact info is typically more accurate and complete.

8. The next section contains information that is specific to the application such as job costs, trades, zoning district, or in this case, additional property information such as the name of the community and what type of unit you are leasing. Complete any required fields and additional information as desired. Click **Continue Application**.

OUR VALUES MATTER

9. Review your application entries and make any edits, if necessary. Check the box to agree that everything is true and correct. Click **Continue Application** to complete the submission.

10. Upon successful submission you'll receive a confirmation with a new record number.