



## 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](http://aca3.accela.com/FTL).

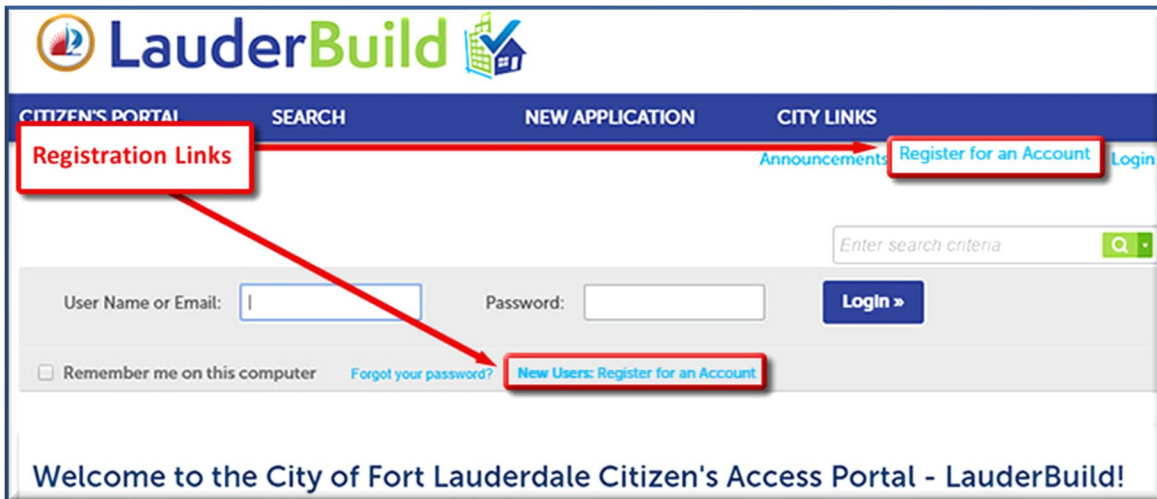
**NOTES:** 1. This registry is **NOT** for vacation rentals or owner-occupied residential dwelling units.  
2. If your contact information is exempt from public disclosure, please provide other contact information for a responsible party that the City may use to contact you.

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

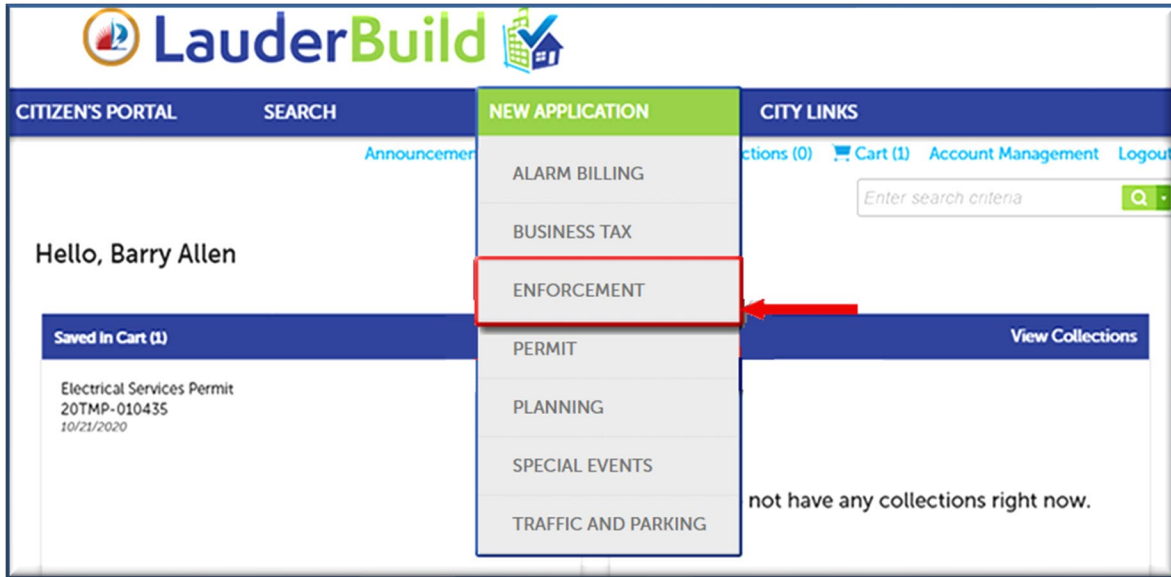




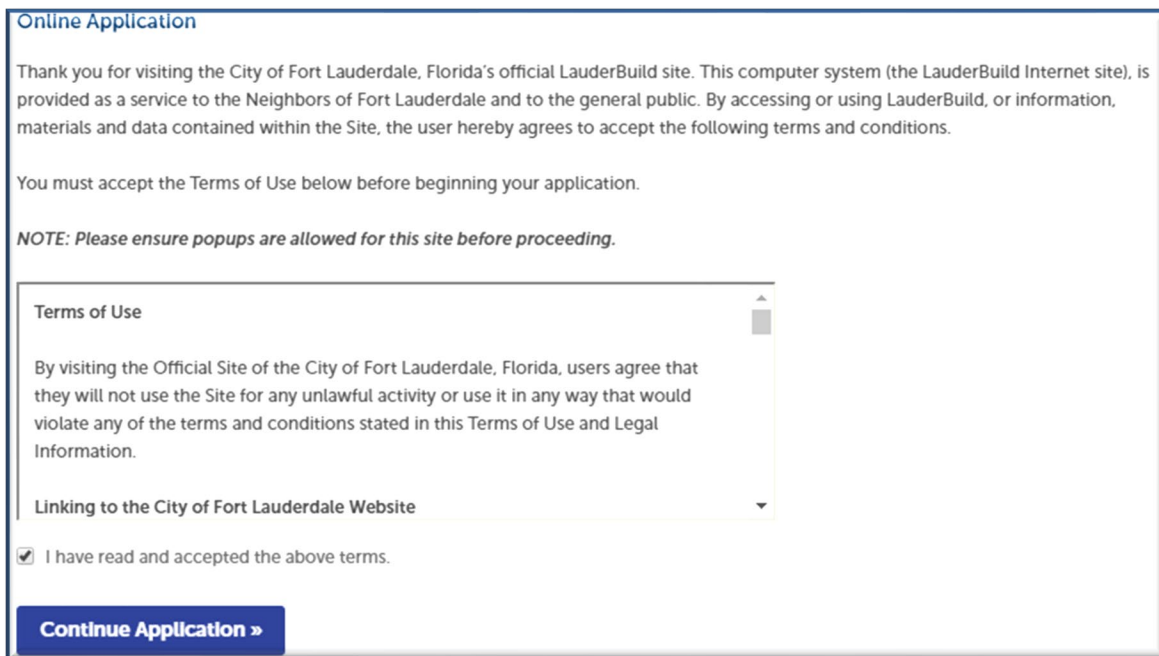
## Create an Application

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**.

**Select a Record Type**

Choose one of the following available record types. For further assistance please contact the Community Enhancement and Compliance Division at [CEenhancement@fortlauderdale.gov](mailto:CEenhancement@fortlauderdale.gov) or 954-828-5207.

**Record Selection Details**

- **Building Code Case:** For commercial and residential complaints in regards to Florida Building Code (FBC), unpermitted work, and unlicensed contractor(s).
- **Bulk Trash Code Case:** For complaints concerning bulk trash out on the wrong days and times or illegally dumped bulk trash that is placed on the swale/right of way.
- **Code Case:** For code compliance complaints that cover the municipal Code of the City of Fort Lauderdale, public nuisances, zoning code violations, minimum housing violations, graffiti, derelict vehicles and all other violations of the Code of Ordinances.
- **Fire Code Case:** For fire safety code complaints.
- **Landlord Registration:** For residential property owners with rental properties to register with the City by providing a valid phone number and email address. *NOTE: This registry is NOT for vacation rentals or owner-occupied residential dwelling units.*
- **Lien Reduction Application:** To apply for a lien reduction.
- **Vacation Rental Registry & Renewal Applications:** To apply to operate a vacation rental property in the City of Fort Lauderdale. Vacation Rental applications must be submitted and renewed on LauderBuild; they will not be accepted via email.

**Dropdown arrow expands to show available applications**

**Or type part of the application name and click Search**

**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.**

Step 1 : Address Information > Address \* indicates a required field.

**Job or Work Location**

To search for an address, do not fill in all of the values, as a broader search works best. Please enter the Street Number and Street Name (you may use "%" as a wildcard in the Street Name field) and then click Search. This will return all matching values and you can select the appropriate one.

\*Street No.:  Direction:  \*Street Name:  Street Type:

City:  State:  Zip:  Unit No.:

**Parcel/Folio**

\*Parcel Number:

Search by address  
OR  
Parcel/Folio

- 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.)

Address Search Result List

**Addresses**

Showing 1-1 of 1

Address	City
700 NW NW 19 AVE, Durrs Community Association, Inc., Parcel, FORT LAUDERDALE 33311, 700 NW 19 AVE, Government 89 - Government - Municipal other than parks, recreational areas, colleges, hospitals, 19	FORT LAUDERDALE

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Subdivision
504204400010	Durrs Community Association, Inc.

**Associated Owners**

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> CITY OF FORT LAUDERDALE	100 N ANDREWS AVE FORT LAUDERDALE FL 33301
<input type="radio"/> CITY OF FORT LAUDERDALE	100 N ANDREWS AVE FORT LAUDERDALE FL 33301

**Job or Work Location**

To search for an address, do not fill in all of the values, as a broader search works best. Please enter the Street Number and Street Name (you may use "%" as a wildcard in the Street Name field) and then click Search. This will return all matching values and you can select the appropriate one.

\*Street No.:  Direction:  \*Street Name:  Street Type:

City:  State:  Zip:  Unit No.:

**Parcel**

To search for a parcel, please enter the complete fo

\*Parcel Number:

Legal Description:  
LINCOLN PARK ELEMENTARY SCHOOL 57-10 B ALL BLOCK 1 LESS RD NW AND LINCOLN PARK SECOND ADD 242 & LOTS 1 TO 3 TOB WITH INC FOR NW & CT LESS RD NW BLK A

**Owner**

Owner Name:

Address Line 1:

City:  State:  Zip:

Address, parcel and owner sections will automatically populate with selection



- 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.

Step 2: Responsible Party Info > Owner and Property Manager

\* indicates a required field.

**Owner**

If the owner is a business, include information for a direct contact person

Select from Account Add New

**Property Manager**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Click Select for Account to add yourself or Add New to add different contact info

Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which one to use.

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Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Barry Allen
<input type="radio"/> Associated License	Owner / Builder	JUSTICE LEAGUE LLC The Flash Owner / Builder
<input type="radio"/> Associated Owner		CITY OF FORT LAUDERDALE
<input type="radio"/> Associated Owner		CITY OF FORT LAUDERDALE

Continue Discard Changes

LauderBuild account contact info

Contact Information

\* First: Barry Middle: Last: Allen

Name of Business: Star Labs

\* Address Line 1: Star Labs

\* City: Central City \* State: DC \* Zip: 20202

\* Main Phone: (999) 999-9999 Work Phone: 2224445555 Mobile Phone: (999) 999-9999

\* Email: BAllen@superrito.com

Continue Discard Changes



- 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**.

Step 3: Record Specific Information > Additional Property Info \* indicates a required field.

### Additional Property Info

ADDITIONAL PROPERTY INFO

Unit Complex / Community Name:

Civic / Homeowner's Association Name:

\* Unit Type:

- Select--
- Duplex
- Multi-Family
- Other
- Rental Condominium
- Single Family Dwelling
- Triplex

**Required field  
Unit Type**





- 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.

**Step 4 : Review**

Save and resume later Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

**Landlord Registration**

**Address** Edit

700 NW 19 AVE  
FORT LAUDERDALE 33311

Civic / Homeowner's Association Name:  
Unit Type: Rental Condominium

The undersigned has carefully reviewed this application and all facts, figures, and statements contained in this application are true, correct, and complete. The undersigned understands that failure to comply with the City's ordinances may result in the issuance of a citation or a notice of violation/notice of hearing that may require a hearing before a special magistrate or code enforcement board and could result in administrative fines being imposed. If there is a change in the contact information of the landlord or responsible person, the city shall be notified within thirty (30) days of the change.

The landlord/responsible party acknowledges the requirements and prohibitions of Section 16-128 of this Code.

By checking this box, I agree to the above certification. Date: 02/22/2021

Save and resume later Continue Application

**Confirm by checking the box and click Continue Application to submit**

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

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

**Receipt**

Thank you!  
Please keep a copy of this confirmation for your records.

**700 NW 19 TER, FORT LAUDERDALE**

**LLREG21020002**

**Confirmation with new record number**