



HOW TO: SUBMIT VACATION RENTAL REGISTRY APPLICATIONS AT LAUDERBUILD

This guide outlines the steps for submitting **Vacation Rental Registry** applications online on [LauderBuild](#). The same process applies to new Vacation Rental Registry and Renewal applications, simply select the applicable application type. To go to the **LauderBuild** website visit: aca3.accela.com/FTL.

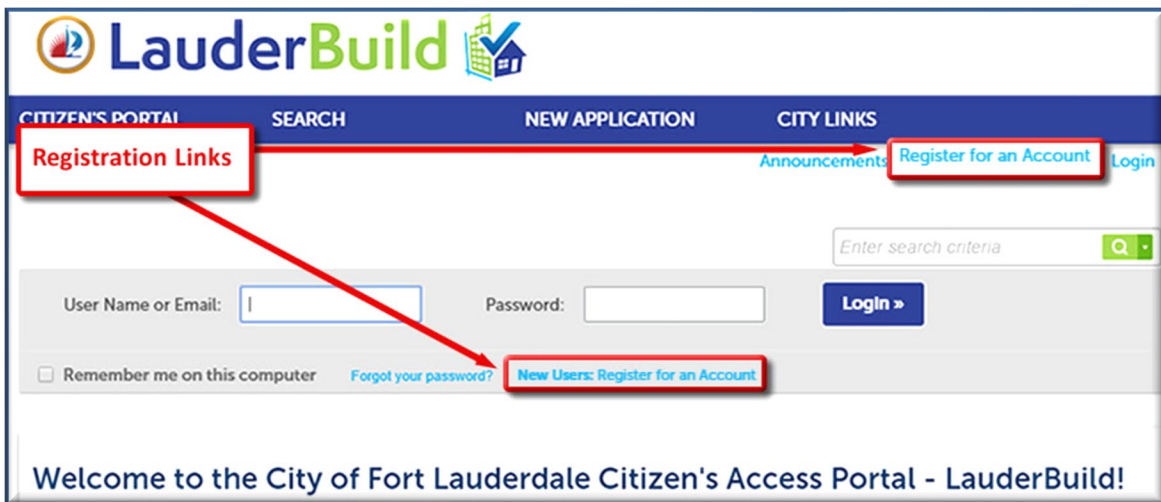
NOTE: 1. If your contact information is exempt from public disclosure, please provide other contact information for a responsible party that the City may use to contact you.

For more information or if you have any questions about **Vacation Rental Registry Renewal**, please contact the **Community Enhancement & Compliance Division** at vacationrental@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





Vacation Rental Document Checklist

We recommend you have your documents ready prior to starting your application. Following are the document requirements for Vacation Rentals.

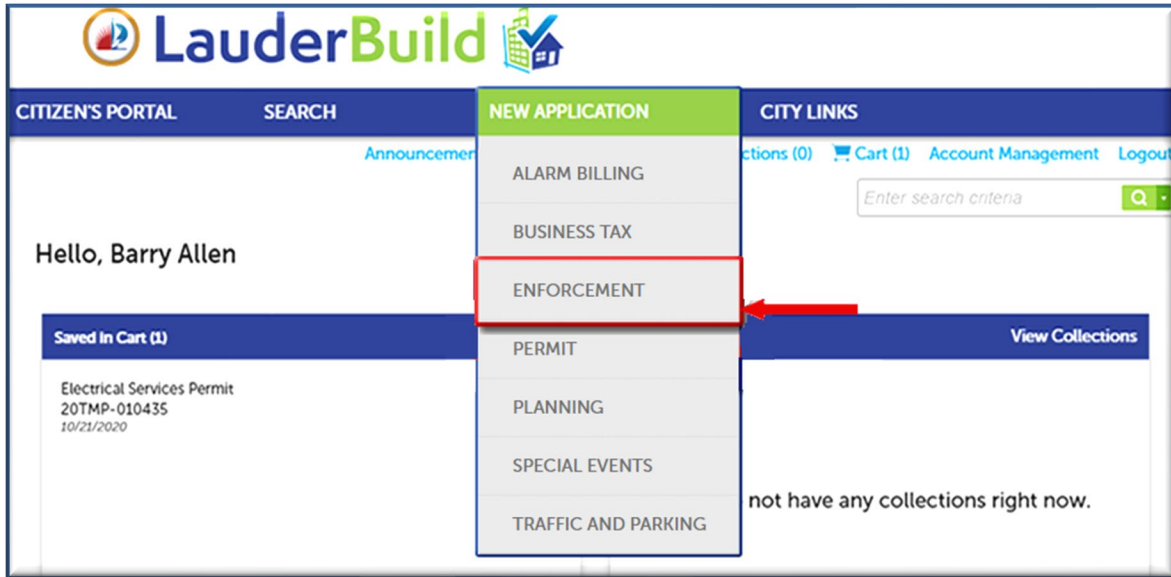
1. A notarized letter of authorization is required if a person other than the owner applies for registration. (Any owner or registered agent of a corporation/entity can sign as the applicant without this letter if proof of attachment to the corporation/entity is provided.)
2. Proof of property ownership. (If the property is owned by a corporation/entity, proof of attachment to that corporation/entity is required.) Properties with more than four (4) units under the same roof and are collectively owned, **DO NOT** have to register. Properties with more than four (4) units under the same roof and are individually owned, **MUST** be registered.
3. A copy of a current license for a transient public lodging establishment with the Florida Department of Business and Professional Regulation (DBPR License). (If the property is homesteaded, the owner is occupying the property and is only renting a portion of the property; the applicant can provide a notarized letter, stating that **ALL** of these conditions for this exemption are in place, that can substitute this license.)
4. A copy of a current license with the Florida Department of Revenue for sales tax collection. (If your state tax is collected and remitted for you by an advertiser or property management company, a notarized letter is to be submitted stating such.)
5. A copy of a current Broward County Business Tax Receipt. (If you provide a notarized letter to substitute the DBPR license, you will be exempt from this license.)
6. Proof of registration for Broward County Tourist Development tax collection. (If your county tax is collected and remitted for you by an advertiser or property management company, a notarized letter is to be submitted stating such.)
7. A City of Fort Lauderdale Business Tax application. (This application must be submitted to the Vacation Rental department, not the City of Fort Lauderdale's Business Tax department.)



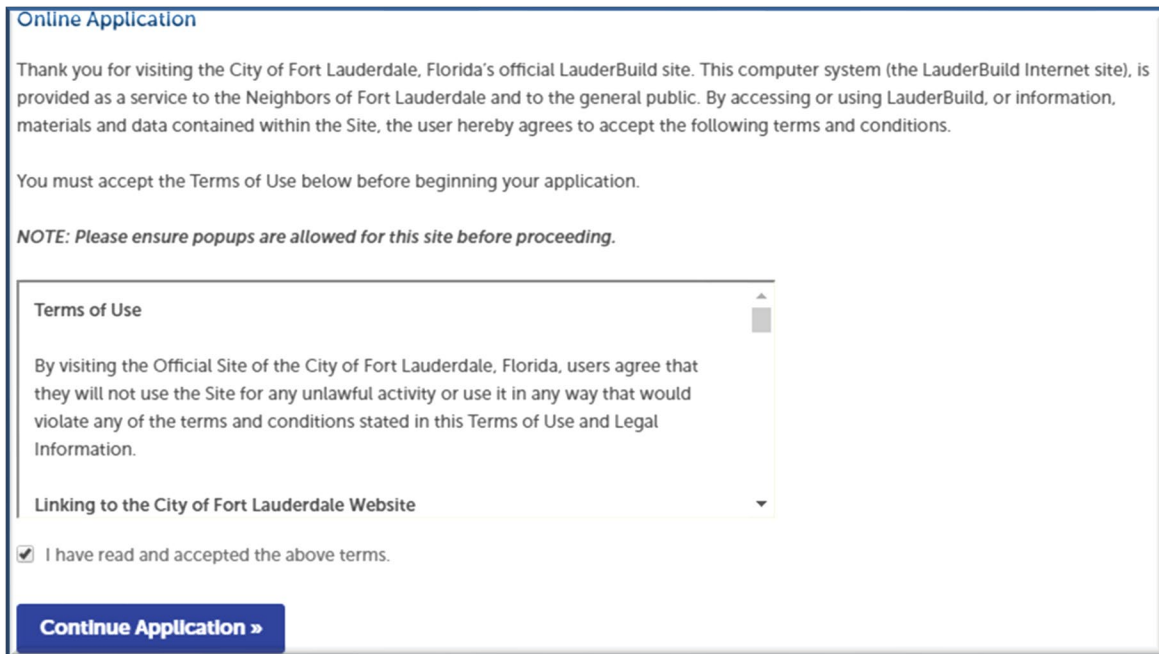
Create an Application

This section will show you how to create an application. This guide will focus on the Vacation Rental Registry Renewal 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 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.

- 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 - 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
CITY OF FORT LAUDERDALE	100 N ANDREWS AVE FORT LAUDERDALE FL 33301
CITY OF FORT LAUDERDALE	100 N ANDREWS AVE FORT LAUDERDALE FL 33301

Select Cancel

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.: 700 Direction: NW *Street Name: 19 Street Type: AVE

City: FORT LAUDERDALE State: Zip: Unit No.:

Search Clear

Parcel

To search for a parcel, please enter the complete fo

*Parcel Number: 504204400010

Legal Description: LINCOLN PARK ELEMENTARY SCHOOL 27-10 B ALL BLOCK 1 LESS RD RW AND LINCOLN PARK SECOND ADD 248 48 LOTS 1 TO 3 TOS WITH VACUUM RW & CT LESS RD RW BLK A

Search Clear

Owner

Owner Name: CITY OF FORT LAUDERDALE

Address Line 1: 100 N ANDREWS AVE

City: FORT LAUDERDALE State: FL Zip: 33301

Search Clear

Save and resume later Continue Application



- 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

Property Manager

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

Annotation: A red box highlights the "Select from Account" button in both sections, with an arrow pointing to a text box that says "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.

Showing 1-4 of 4

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

Annotation: A red box highlights the "Associated Contact" row in the table, with an arrow pointing to a text box that says "LauderBuild account contact info".

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Main Phone: Work Phone: Mobile Phone:

* Email:



- The next section contains information that is specific to the application such as job costs, trades, zoning district, or in this case, vacation rental details and the compliance affidavits. Complete any required fields; on this application **ALL** of the fields are required except for Number of Garbage Cans. Click **Continue Application**.

Step 3: Detail Information > Details

[Fort Lauderdale Vacation Rental Program](#) ← Click to visit City page with program details

* indicates a required field

Vacation Rental Details

VACATION RENTAL

- * Homestead: Yes No
- * Landline Phone Number:
- * Number of Bedrooms:
- * Number of Parking Spaces:
- Number of Garbage Cans:
- * Number of Units:
- * Swimming Pool: Yes No
- * Hot Tub: Yes No
- * Owner Occupied?: Yes No



- 9. Next upload all required documents on the Attachments page. When uploading and saving documents, the correct document **Type** must be added and defined in the selection so the system will understand and validate what is being uploaded. This must also match the document and the application requirements

Step 4 : Attachments > Attachments * indicates a required field.

Pictures/Supporting Documents

This following documents, or their substitutions, are required with submittal. Application will not be accepted without these documents attached.

The following are required for ALL applicants:

- Proof of ownership (Broward County Property Appraiser's Office and/or Sunbiz)

The following is required for NEW registrations:

- City of Fort Lauderdale business tax application

The following documents may be required, or may be substituted with a notarized letter document (see below for details):

- Proof of registration FDBPR (Florida Department of Business and Professional Regulation)
- Proof of license with FDR (Florida Department of Revenue)
- Broward County Business tax receipt
- Proof of Broward County tourist tax

A notarized letter stating that the property is owner occupied and the room is being rented out can be provided in place of the following documents:

- Proof of registration FDBPR
- Broward County business Tax Receipt

A notarized letter stating that taxes are being collected/remitted by a property management or advertising company such as Airbnb can be provided in place of the following documents:

- Proof of license with FDR
- Proof of Broward County Tourist Tax

Lastly a notarized authorization letter from the owner is to be submitted with the application package if the applicant is not the owner giving the applicant the authority to utilize the property as a vacation rental and to make decisions pertaining to the rental of the property.

The maximum file size allowed is 250 MB.
The following file types are not allowed:
.config;.cs;.dll;.exe;.htm;.html;.js;.jsp;.mht;.mhtml;.msi;.txt;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.sh

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application



- 10. 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 5: 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

Vacation Rental Registry Renewal

Address [Edit](#)

820 SW 11 CT
FORT LAUDERDALE 33312

Parcel [Edit](#)

Parcel Number: 504204400010
Legal: LINCOLN PARK ELEMENTARY SCHOOL 57-10 B ALL BLOCK 1 LESS RD R/W AND LINCOLN PARK SECOND ADD 2-62 B LOTS 1 TO 3 TOG
Description: WITH VAC POR NW 6 CT LESS RD R/W BLK A

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree Date: 12/13/2019

[Save and resume later](#) [Continue Application >](#)

Confirm by checking the box and click Continue Application to submit

- 11. 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**