



DEPARTMENT OF SUSTAINABLE DEVELOPMENT

4800 WEST COPANS ROAD

COCONUT CREEK, FLORIDA 33063

CITY OF COCONUT CREEK

Vacation Rental Registration Application

CHECKLIST

Mandatory Documents

- Property owner or responsible party's Warranty Deed
- Authorization letter from Landlord and/or HOA *(if applicable)*
- A Copy of the standard rental/lease agreement to be used when contracting with transient occupant (i.e. AIRBND or VRBO)
- Articles of Incorporation / Partnership Paper / LLC Papers *(if applicable)*
- Fictitious Name Registration / DBA filed with State *(if applicable)*
- Property Survey or Site Plan
- Detailed Floor Plan
- A Copy of Broward County Tourist Development Tax Registration
- A Copy of Florida Dept. of Business & Professional Regulations License *(required for transient public lodging establishment / vacation rental)*
- A Certificate of Registration with the Florida Department of Revenue *(or proof of exemption)*
- Payment must be made at time of submittal *(application and registration fee = Total of \$250)*



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Vacation Rental Registration Application

(Office use only) Business ID# _____

APPLICATION TYPE					
New Vacation Rental		Changes		Existing Business ID Number	
Renewal Vacation Rental		Owner Name Change Business Name Change			
BUSINESS TYPE					
Individual (if individual, move on to next section)				LLC	
Partnership				Other	
Corporation					
BUSINESS INFORMATION (if applicable)					
Business Name _____					
DBA Name (if applicable) _____			Fed ID # _____		
Contact Name _____		Phone _____			
Email _____		Fax _____			
Address _____					
NOTE: Please be advised that some subdivisions, condominiums, apartment complexes, and mobile home parks may have restrictions relating to the conduct of a business in a residentially zoned area. It is the applicant's responsibility to inquire into said restrictions.					
DETAILED DESCRIPTION OF PROPERTY					
1-Story House		2-Story House		Mobile Home	
Condominium		Apartment		#Parking Spaces	
#Bedrooms		#Bathrooms		Pools/Spas	
Hot Tubs		Other		Other	
Additional information _____					
PROPERTY OWNER OR RESPONSIBLE PARTY INFORMATION					
Name _____					
Phone _____		Email _____			
Address _____					
Development subdivision condo etc _____					
OFFICE USE ONLY					
Approved Date _____		Approved By _____			
Contingencies/Reasons _____					
Rejected Date _____		Rejected By _____			
Contingencies/Reasons _____					



Vacation Rental Affidavit

1. **Property Owner/Responsible Party** Be available by landline or mobile telephone 24-hours a day, seven (7) days a week to respond to police, fire or other emergency personnel requests.
2. **Parking** All vehicles associated with the owner-occupied vacation rental must be parked within a driveway located on the subject property and in compliance with the Code of Ordinances of the City of Coconut Creek.
3. **Notice to Guest/Interior Posting** Inform all guests, in writing, prior to occupancy of the property, of all applicable city ordinances concerning noise, vehicle parking, garbage, and common area usage.
4. **Inspection** The vacation rental inspection shall be requested by the Property Owner or responsible party for the vacation rental.
5. **Fees** Fees are non-refundable.
6. **Advertising** No signage may be displayed on the premises.
7. **Modification of Vacation Rental Registration** An amendment of a vacation rental registration shall be required in the event there is a change in ownership of the owner-occupied vacation rental.
8. **Notification to Homeowner/Condominium Association** Before operating an owner-occupied vacation rental owner shall submit a written notice to a mandatory homeowner's association or condominium/cooperative association or board, if any, notifying them that the subject property or unit will be used as an owner-occupied vacation rental. A copy shall be provided to the City of Coconut Creek.
9. **Off-Street Parking Standard** All vehicles associated with the vacation rental will be allowed to parked in compliance with the City Code of Ordinance, Sections 13-400.
10. **Swimming Pool Safety Features** If there is a swimming pool on-site, the owner-occupied vacation rental owner shall ensure that the swimming pool has in place at least one (1) of the pool safety features listed in Section 515.27, Florida Statutes, (i.e. pool safety barrier, pool safety cover, pool alarm, or door/latch alarm) prior to use of the property as a vacation rental. This shall not apply to a vacation rental with a swimming pool onsite, such as in a condominium.
11. **Noise** The Owner, Owner Agent, and occupant shall abide by Chapter 14, Article II, "Noise," of the Code of Ordinances of the City of Coconut Creek.
12. **Other Pertinent Information** In addition to the City's Vacation Rental Ordinance standards and requirements, you should be apprised that the following State and County agencies also regulate vacation rental facilities. We encourage you to check with these agencies to determine if other registration and licenses are required before operating your owner occupied vacation rental property.
 - Florida Department of Business and Professional Regulation
 - Florida Department of Revenue
 - Broward County Business Tax

AFFIDAVIT Sign in Presence of Notary Only

I hereby acknowledge that approval of this Certificate of Compliance shall in no way permit any activity contrary to the City of Coconut Creek Code, or any activity that would constitute a nuisance under state or local law. I understand and acknowledge that the approval for use of this residence as a vacation rental is based on my representations to city staff. I further acknowledge that it is my responsibility, as property owner and/or local agent, to ensure that the conduct of this vacation rental is not contrary to any ordinance, code or restriction which may govern the property on which the vacation rental will be conducted, which property address is referenced above. I acknowledge that any misrepresentation made by me or by my agent in applying for this certificate may render the certificate invalid.

Signature		Print		Date	
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STATE OF FLORIDA, COUNTY OF BROWARD, SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

☐ Personally Known ☐ Produced ID ID Type & #: _____

Notary Public
(sign & stamp)

Notary Signature