

City of Greenacres CHECKLIST FOR RENTAL BUSINESS TAX RECEIPT 5800 Melaleuca Lane Greenacres, FL 33463 Phone: 561-642-2053 Email:businessinfo@greenacresfl.gov

Welcome to the Greenacres business community! We wish you good fortune in your business venture and we are ready to assist you in any way possible. For your convenience, we have provided a registration checklist. This checklist provides a list of the required documentation that must be submitted to obtain the BTR. Missing documents may delay your processing time.

ALL RENTALS MUST INCLUDE:

City of Greenacres Rental BTR application, including email and telephone number.
Palm Beach County Property Appraiser Property Detail record to show ownership.
Copy of Warranty Deed or Closing Papers if property recently purchased.
Proof of registered business name, if property owned by a corporation.
 Fictitious Name, Corp., LLC, LLP, LP or Trademark from the State of Florida Division of Corporations. Application, questions or verification can be done on their website www.sunbiz.org
Federal Employer Identification Number (FEIN), if property owned by a corporation.

The non-refundable Rental Busintess Tax Receipt (BTR) amount must be paid when you submit the application using the attached Fee Worksheet to determine the amount due.

The Life Safety Rental Inspection must be completed within 30 days of application submittal.

To schedule, email <u>Fireinspections@greenacresfl.gov</u> between 8:00am-4:00pm, Monday thru Friday and must be at least one business day prior to your desired inspection date. Their contact number is 561-642-2129. Please leave the following details:

- Date you want the inspection (no weekends or holidays and we only do inspections between the hours of 8:30am-2:00pm)
- Contact name and phone number (must be onsite for the inspection)
- Address of Rental



City of Greenacres Planning, Engineering and GIS Division

Home Based & Rental Business Tax Receipt Fee Worksheet

To be submitted along with completed application, all required documents and calculated payment to:

City of Greenacres 5800 Melaleuca Lane Greenacres, FL 33463

ose Type (halawa)			
Business Types:		Fee	½ Year
Home Based		\$81.39	\$40.70
Rental:	Rental Property Minimum Per Unit	\$40.61	\$20.31
	3 or More Units w/Same PCN - Per Unit	\$16.23	\$8.12
	Rental Office On-Site + Per Unit (Above)	\$162.89	\$81.45
Warehouse/Storage Units:	<5,000sf Plus	\$83.82	\$43.41
	\$34.73 Per Ea Additional 5,000sf Area or	\$34.73	\$17.37
	Portion Thereof		
All Home Daycare or Home Health Care Require Inspection Fee		\$69.00	\$69.00
*All Rentals Require a Life Safety Inspection Fee		*\$50.00	*\$50.0
**1/2 Year Fees Apply From	4/1 to 9/30		
are Footage:	_	F	ee:



City of Greenacres RENTAL BUSINESS TAX RECEIPT APPLICATION

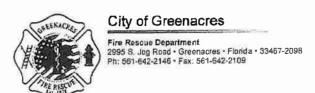
Property Owner Information

Name				
Address	City	ST	Zip	
Mailing	City	ST	Zip	
Phone #	E-Mail Address			
	Rental Unit Information	on		
Address		_ Greenacres, FL Zip)	
Address		_ Greenacres, FL Zip		
Address		_ Greenacres, FL Zip		
Address		_ Greenacres, FL Zip		
Address		Greenacres, FL Zip		
			· ·	
Code Enforcement case num			_	
Will your unit require remod	deling or renovations OYES or (ON		
FOR OFFICE USE ONLY				
Business Tax ID #	PCN Numbe	· ·		
Number of units	Fee Per UnitRenta	I inspection Fee Per	Unit	
Inspection Date	Total Amount	t Due \$	_	

The City of Greenacres Code of Ordinances, sections 5-8 and 8-72 (b) (9), requires a safety inspection and valid Local Business Tax Receipt (formerly known as Occupational License) for all dwelling rental units located within city limits. A safety inspection must be scheduled within thirty (30) days of application to avoid any penalties and/or Code Enforcement action.

It is the responsibility of the property owner to schedule such inspection.

To schedule an inspection please call 561-642-2053, be day prior.	etween 8:00am to 4:00pm at least one business
Property Owner Initial	
It is unlawful to lease, rent, or otherwise convey (excl (100) percent ownership interest) any dwelling, struct conveyances, to any person prohibited from establish residence pursuant to section, 9-18 and 9-19 City of or part thereof, is going to be used as a permanent reand the dwelling is located within one thousand five public library, day care center, park, playground, compatible regularly congregate.	ture, or part thereof, trailers or other ning such permanent residence or temporary Greenacres Code of Ordinances, if such dwelling, esidence or temporary residence of the person, hundred (1,500) feet of any designated school,
A property owner or property manager's failure to co constitute a violation of this section, and shall subject person or entity in the care, custody or control of the authorized by chapter 2 of this Code or by any other	t the property owner, property manager or other e real property to enforcement proceedings as
Property Owner Initial	
Applicant's Signature:	Title:
Print Applicant's Name	_Date:



Joel Flores, Mayor Andrea McCue, City Manager Brian Fuller, Fire Chief

BTR Rental Property Fire Department Requirements

D	(1) Fire Extinguisher every 1,500 Sq Ft, Type - 5 LBS ABC Fire Extinguisher serviced by a certified fire extinguisher company annually.
	Minimum (1) Smoke detectors must be installed per manufacturer specifications. All smoke detectors shall be replaced every 10 years with a 10 year battery life and all must be in working order. (Please check batteries and test smoke detectors prior to inspection).
Ō	Minimum (1) Carbon monoxide detector shall be installed per manufacturer specifications.
D	All shutters shall be opened within 14 days of a hurricane.
D	No open spaces are allowed in the electrical panel, any openings shall be covered with a blank plate.
	All windows and doors must operate and be free of any obstructions.
	All bedrooms must have a clear exit out, at least one window, and a door. Only rooms designed for bedrooms are to be used as bedrooms.
o o	Any additions or modifications to the property must be permitted by a licensed contractor and inspections are done.
□	No roof leaks. No leaks in plumbing. No electrical hazards are present.
П	Must have house/unit numbers 4 inches tall, in contrasting colors visible from street located on the building.

Fire Prevention Bureau Email - FireInspections@greenacresfl.gov Phone - 561-642-2141