



City of Wilton Manors
Community Development Services
2020 Wilton Drive
Wilton Manors, FL 33305
954-390-2180 Fax: 954-567-6069
www.wiltonmanors.com

**Residential
Rental License
Application**

Date _____

Rental Address _____

Rental Type: Single Family Condo Duplex Misc. Describe _____

Number of Rental Units _____ (\$50.00 per unit)

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property Owner's Phone Number: _____

Email: _____

Property Manager: _____

Property Manager's Address: _____

Property Manager's Phone: _____

Email: _____

I am the owner or representative of the property described above and I understand that a Residential Rental License is required, because the property is utilized for rental purposes. I have received a copy of the City's ordinance and herewith signing this form to indicate rental receipt thereof. I agree to provide the necessary access for all required license inspections.

Owner or Representative Signature _____

ARTICLE VIII. RESIDENTIAL RENTAL PROPERTIES

Sec. 10-160. Definitions.

The following definitions shall apply in the interpretation and the enforcement of this article unless the context clearly indicates otherwise:

Residential rental property means a lot or parcel of record occupied by one (1) or more dwelling units which are offered for rent or lease by the owner, and which is identified on the county tax rolls by a folio number dedicated to that individual lot or parcel.

Residential rental unit means any dwelling unit, which is offered for rent or lease by the owner of the residential rental property.

Whenever the words "dwelling," "dwelling unit," "hotel," "hotel unit," "rooming house," "rooming unit," and "premises" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."

(Ord. No. 739, § 1, 4-14-95)

Sec. 10-161. Annual inspection and licensing of properties with residential rental units.

- (a) No person, natural or corporate, shall offer for rent or lease any residential rental units unless such residential rental property has been inspected by the city community services department and a residential rental license has been issued by the city to the owner of record of such property.
- (b) Any person, natural or corporate, who [acquires ownership of residential rental property on the effective date of this article, or who acquires ownership of residential rental property following the effective date of this article, and who rents or leases any residential rental units shall have thirty (30) calendar days to file an application with the city for license issuance.
- (c) All licenses shall be due and payable on or before January 1 of each year and shall expire on December 31 of the succeeding year. Those licenses not renewed when due and payable shall be considered delinquent and subject to a delinquency penalty of ten (10) per cent for all or any part of any month of delinquency until paid.
- (d) Residential rental application fees shall be in accordance with the adopted fee schedule, which shall be established and may be amended from time to time by Resolution of the City Commission.
- (e) All licenses shall be issued for one (1) location only. A separate license is required for each residential rental property occupying a lot, which is identified on the county tax rolls by a folio number dedicated to that individual lot or parcel.

(Ord. No. 739, § 1, 4-14-95; amended Ord. No. 2015-006, 10-27-2015)

Sec. 10-162. Issuance of licenses.

- (a) The city's community services department shall be charged with the responsibility, subject to the approval of the city manager, of establishing administrative procedures pertaining to the issuance of residential rental unit licenses. No such license shall be issued, however, unless and until the following shall occur:
 - (1) Each applicant has completed an application form made available by the community services department; and
 - (2) Each applicant has paid the fee of twenty dollars (\$20.00) for each residential rental dwelling unit located upon a single residential rental property.
 - (3) On initial application, this inspection fee must be paid at the time the application is filed with the city. On renewal, the inspection fee must be paid as a condition precedent to the issuance of the renewal license.
- (b) Each residential rental property to be licensed must be inspected and found in compliance with the City Code of Ordinances, Appendix A Zoning Code, and any applicable codes that provide for the safety, health and general welfare of the occupants of the property, plus the following provisions:
 - (1) Exterior wall surfaces shall be maintained in good condition to prevent deterioration; [such surfaces shall be] repainted or recovered when twenty-five (25) percent or more of any exposure becomes discolored or is peeling.
 - (2) Inspection of the interior of a residential unit shall not be required for issuance or renewal of a license; however, should there exist a probable cause to believe that violations of the South Florida Building Code and the Broward County Minimum Housing Code exist; the inspector shall inspect the interior of the premises and cite any violations found.

(Ord. No. 739, § 1, 4-14-95)

Sec. 10-163. Temporary licenses; reinspection required, fee.

(a) The director of community services shall have the authority to issue temporary licenses for operation pending compliance with the standards established by this article. Such temporary license shall, however, in no extent exceed sixty (60) calendar days, with the exact number of days to be within the discretion of the director of community services, but based strictly upon an estimate of the number of working days needed to comply with the standards established by this article.

(b) Reinspection must be accomplished within the time constraints of the temporary license. A reinspection fee of twenty dollars (\$20.00) must be paid in advance of reinspection.

(Ord. No. 739, § 1, 4-14-95)

Sec. 10-164. Inspection of properties.

The city hereby designates the code enforcement officer, fire marshal, building inspector or another designated employee as the appropriate officials to conduct inspections of all residential rental properties within the city. Each residential rental property within the city shall be inspected as often as necessary, but not less than once a year. By accepting their licenses from the city, owners of residential rental properties agree that their properties may be inspected during reasonable hours to determine compliance with the standards, conditions and terms of this article.

(Ord. No. 739, § 1, 4-14-95)

Sec. 10-165. Penalty.

(a) It is unlawful for any entity, natural or corporate, to offer for rent or lease any residential rental property without having obtained a residential rental license from the city.

(b) The imposition and payment of fines for violation of this section shall not excuse such entity from the payment of any license fee due at the time.

(c) Fines for violation. There is hereby established the following schedule of fines for violation of section 10-162. All fines are to be paid within fifteen (15) days of issuance.

First offense . . . \$ 25.00
Second offense . . . 50.00
Third offense . . . 75.00
Fourth offense and greater . . . 100.00

(d) Each day that a residential rental property is offered for rent or lease in violation of section 10-162 shall constitute a separate violation of article VIII.

(e) The city's code enforcement officers, fire inspectors, or other officials designated by the city shall enforce the provisions of this article. Any person who fails to pay the above-described civil fine within the time allowed or who fails to appear, whether in court, before the city's hearing officer, or before the code enforcement board, to contest the violation shall be deemed to have waived the right to contest the violation, and judgement may be entered against the person for an amount not to exceed five hundred dollars (\$500.00) per day, plus court costs, administrative costs and attorneys' fees, if applicable.

(Ord. No. 739, § 1, 4-14-95)

Sec. 10-166. Effective date.

This article shall become effective on January 1, 1996.

(Ord. No. 739, § 4, 4-14-95)

Secs. 10-167--10-175. Reserved.

(Amended Ord. No. 2015-006, 10-27-15)