

**APPLICATION AND PROCESS MUST BE COMPLETED WITHIN 30 DAYS OF SUBMITTAL OR APPLICATION WILL BE NULL & VOID AND RESUBMITTAL WILL BE REQUIRED. ALL FEES ARE NON-REFUNDABLE.**



**TOWN OF LAKE PARK**  
**Community Development Department**  
**PROPERTY OWNER'S BUSINESS TAX RECEIPT APPLICATION**  
**TO RENT MULTI-FAMILY, PER UNIT**

**Please provide ALL of the information requested or indicate that the item is not applicable.**

**LOCATION OF PROPERTY TO BE RENTED:**

Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ SSN or Federal Employer ID # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**UNIT MANAGER (PERSON OR ENTITY RESPONSIBLE FOR THE OVERALL MAINTENANCE OF THE UNIT):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**TOWN CODE SECTION 28-51(173) c.2. – RENTAL PROPERTY:**

Zoning Inspection Fee (**DUE AT INITIAL SUBMITTAL**) ..... \$50.00

RE038 Duplex and Other Residential, **per Unit** ..... \$22.05 due **AFTER** Approval

Provide # of Units (1 OR MORE) \_\_\_\_\_

**CHECK CATEGORY, (IF APPLICABLE):**

- ☐ **4 OR MORE UNITS WITH TRANSIENT OCCUPANCY – SUBMIT A COPY OF DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION (DBPR) LICENSE**
- ☐ **5 OR MORE UNITS WITH NONTRANSIENT OCCUPANCY – SUBMIT A COPY OF DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION (DBPR) LICENSE**

**APPLICATION AND PROCESS MUST BE COMPLETED WITHIN 30 DAYS OF SUBMITTAL OR APPLICATION WILL BE NULL & VOID AND RESUBMITTAL WILL BE REQUIRED. ALL FEES ARE NON-REFUNDABLE.**

**NOTE:** The DBPR defines transiency as the following:

A **transient** establishment is a public lodging establishment rented for less than 30 days or one month for transient occupancy with the intent that the guest's stay will be temporary. Examples of transient public lodging are hotels, motels, bed and breakfast inns, rooming houses, vacation condominiums, vacation houses, and apartments.

A **nontransient** establishment is a public lodging establishment rented for at least 30 days or one month for nontransient occupancy with the intent that the residence will be the guest's sole residence. Examples of nontransient public lodging establishments are apartments or townhouses with more than four units.

**PLEASE SELECT ONE:**

- ☐ **RENTED AS A VACATION RENTAL/AIRBNB**  
☐ **NOT RENTED AS A VACATION RENTAL/AIRBNB**

**AGREEMENT BY PROPERTY OWNER:**

The information I have provided on this Application is true to the best of my knowledge. I understand that failure to comply with the Town of Lake Park Code Section 28-51(173)c.2. may result in civil actions and penalties, including court costs, reasonable attorneys' fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to \$250.00 per offense, as authorized by Florida Statute Chapter 205. Furthermore, I hereby solemnly swear that I have received, read and understood Section 78-2, and Sections 54-121 - 54-130, of the Town of Lake Park Code of Ordinances related to Minimum Housing & Occupancy Requirements. I hereby solemnly swear that I am the legal owner or legally assigned representative of the property listed herein.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner Name

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_ who is personally known  
Name of Person Acknowledging

or who has produced \_\_\_\_\_ as identification.  
Type of Identification

\_\_\_\_\_, Notary Public  
Notary Public Signature

STATE OF \_\_\_\_\_ . (Notary Seal)

535 Park Avenue

Lake Park, FL 33403

Phone: 561-881-3320 Fax: 561-881-3323

Web: [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov)

**APPLICATION AND PROCESS MUST BE COMPLETED WITHIN 30 DAYS OF SUBMITTAL OR APPLICATION WILL BE NULL & VOID AND RESUBMITTAL WILL BE REQUIRED. ALL FEES ARE NON-REFUNDABLE.**

Office Use Only:

---

**Initial Zoning Approval**

Zoning District \_\_\_\_\_

Verified that Rental Category Permitted in District \_\_\_\_\_

Verified that COPY OF DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION (DBPR) LICENSE submitted if applicable \_\_\_\_\_

☐ Approved ☐ Disapproved Init./date \_\_\_\_\_

---

**Public Works/Sanitation**

Approved ☐ N/A ☐ Date \_\_\_\_\_ Init \_\_\_\_\_

---

**Code Enforcement**

Date of Inspection \_\_\_\_\_ Inspected by \_\_\_\_\_

**IF PASSED, THIS REPRESENTS FINAL APPROVAL.**

☐ Passed ☐ Failed

-----  
If Failed:

Reason \_\_\_\_\_

Date to Comply \_\_\_\_\_

Date of Final Approval \_\_\_\_\_ Final Approval Signature \_\_\_\_\_

---

Rev 3/19/24