



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 Business 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 Fireinspections@greenacresfl.gov 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

Date: _____

**Business Name or Rental
 Address:** _____

Business Type (see below): _____

Business Types:	Fee	½ Year Fee**
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 Portion Thereof	\$34.73	\$17.37
All Home Daycare or Home Health Care Require Inspection Fee	\$69.00	\$69.00
*All Rentals Require a Life Safety Inspection Fee	*\$50.00	*\$50.00
**1/2 Year Fees Apply From 4/1 to 9/30		

Square Footage: _____

Fee: _____

Number of Units: _____

Fee: _____

Total Amount: _____



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

Address _____ Greenacres, FL Zip _____
Address _____ Greenacres, FL Zip _____
Address _____ Greenacres, FL Zip _____
Address _____ Greenacres, FL Zip _____
Address _____ Greenacres, FL Zip _____

Code Enforcement case number if applicable _____
Will your unit require remodeling or renovations <input type="radio"/> YES or <input type="radio"/> NO

FOR OFFICE USE ONLY

Business Tax ID # _____ PCN Number _____
Number of units _____ Fee Per Unit _____ Rental Inspection Fee Per Unit _____
Inspection Date _____ Total Amount 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, between 8:00am to 4:00pm at least one business day prior.

Property Owner Initial _____

It is unlawful to lease, rent, or otherwise convey (exclusive of sales involving transfer of one hundred (100) percent ownership interest) any dwelling, structure, or part thereof, trailers or other conveyances, to any person prohibited from establishing such permanent residence or temporary residence pursuant to section, 9-18 and 9-19 City of Greenacres Code of Ordinances, if such dwelling, or part thereof, is going to be used as a permanent residence or temporary residence of the person, and the dwelling is located within one thousand five hundred (1,500) feet of any designated school, public library, day care center, park, playground, community center, day camp, or other place where children regularly congregate.

A property owner or property manager's failure to comply with the requirements of this section shall constitute a violation of this section, and shall subject the property owner, property manager or other person or entity in the care, custody or control of the real property to enforcement proceedings as authorized by chapter 2 of this Code or by any other means of enforcement allowed by law.

Property Owner Initial _____

Applicant's Signature: _____ Title: _____

Print Applicant's Name _____ Date: _____



City of Greenacres

Fire Rescue Department
2995 S. Jog Road • Greenacres • Florida • 33467-2098
Ph: 561-642-2146 • Fax: 561-642-2109

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

BTR Rental Property Fire Department Requirements

- (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).
- Minimum (1) Carbon monoxide detector shall be installed per manufacturer specifications.
- All shutters shall be opened within 14 days of a hurricane.
- 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.
- 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.
- 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