

**CITY OF EDGEWATER  
FINANCE DEPARTMENT**

104 North Riverside Drive  
P.O. Box 100

Edgewater, Florida 32132

[customerservice@cityofedgewater.org](mailto:customerservice@cityofedgewater.org)

Phone: (386)424-2400



**BUSINESS TAX RECEIPT & CERTIFICATE  
OF USE -RESIDENTIAL RENTAL  
PROPERTY PROCEDURES**

NEW BUSINESS AND TRANSFER OF BUSINESS

1. Applications can be obtained from Business Tax Department (386) 424-2400 X 1305 or on-line at [www.cityofedgewater.org](http://www.cityofedgewater.org) under the Special Interest Links tab.
2. Complete application in its entirety and return it to the City of Edgewater Business Tax Official along with the following documents:
  - a. The business owners (or representatives) Driver's License/Government Issued ID;
  - b. Any required State License; and
  - c. Proof of Fictitious Name Registration and/or Corporate or LLC status (if applicable).
3. After the Business Tax Receipt and Certificate of Use application is submitted, the property owner or representative will be contacted to set up the inspection. Inspections will be done by appointment only.
4. Payment will be accepted upon approval of application. You will receive a call when the application has been approved.
5. Please note that if you are using anything other than your full legal name, the Department of State may require registration of a Fictitious Name or Corporate Filing. Contact information for the Division of Corporations can be found below. The City requires proof of Fictitious Name Registration or Corporate Status prior to approval of the application.

The following is a list of phone numbers that you may find of use regarding completing this application:

City of Edgewater – Code Enforcement (386) 424-2400 ext. 2216 [rental@cityofedgewater.org](mailto:rental@cityofedgewater.org)

Fictitious Name Registration/Corporate Filing- (850) 245-6058 <http://sunbiz.org/>

Sales Tax and Tax Exemption (386) 274-6600 [http://dor.myflorida.com/dor/taxes/sales\\_tax.html](http://dor.myflorida.com/dor/taxes/sales_tax.html)

**PLEASE NOTE**

**THE PROPERTY OWNER OR DESIGNATED AGENT SHALL BE RESPONSIBLE FOR MAINTAINING THE RENTAL PROPERTY IN A REASONABLE LEVEL OF SAFETY FROM FIRE AND OTHER HAZARDS. THE PROPERTY OWNER OR DESIGNATED AGENT SHALL BE RESPONSIBLE TO MAINTAIN THEIR RENTAL PROPERTY IN COMPLIANCE WITH THE INTERNATIONAL PROPERTY MAINTENANCE CODE® AT ALL TIMES AS A MINIMUM STANDARD.**

**ISSUANCE OF A BUSINESS TAX RECEIPT DOES NOT SUPERSEDE ANY HOMEOWNERS ASSOCIATION REGULATIONS, DEEDS, CONVENANTS OR RESTRICTIONS. PLEASE CONTACT YOUR HOMEOWNERS ASSOCIATION OR REFER TO APPROPRIATE DOCUMENTS FOR ANY QUESTIONS REGARDING THIS MATTER.**

**BUSINESS TAX RECEIPTS AND CERTIFICATES OF USE EXPIRE ON SEPTEMBER 30TH OF EACH YEAR. IT IS THE SOLE RESPONSIBILITY OF THE BUSINESS OWNER TO ENSURE RENEWAL**

## Accommodations for Rental Residential

### Frequently Asked Questions

**1. Why is the program necessary?**

The Residential Rental Program is designed to proactively identify blighted, deteriorated and substandard rental housing stock and to ensure the rehabilitation or elimination of such housing that does not meet the international property maintenance code standards. These standards address not only life, health and safety issues but also the results of deferred or inadequate maintenance.

**2. What defines a property as being a residential rental property?**

Residential rental property includes single-family dwellings, duplexes, apartments, town homes and condominiums which are leased, rented or occupied by a person or person other than the owner.

**3. Who is responsible for registering the property?**

The property owner is responsible for obtaining a Business Tax Receipt and Certificate of Use.

**4. What if I own more than one Residential Property in Edgewater?**

You will be required to have one Business Tax Receipt and a Certificate of Use for each unit you own.

**5. How often will a rental unit need to be inspected?**

Efforts will be made to inspect all Residential Rental Properties annually.

**6. Will my older buildings be forced to comply with today's more stringent construction codes?**

No, your building is required to be maintained at a level consistent with the codes of the period in which it was constructed; however, any construction improvements must comply with the current codes adapted by the State of Florida and the City of Edgewater.

**7. Do all units require smoke detectors?**

Yes, smoke detectors will be required in each sleeping room, each hallway adjacent to the sleeping rooms and at each floor level.

**8. Is the property owner required to obtain permits for minor repair work?**

Repair work normally requiring permits will still require permits; however, many items usually noted for repairs are exempt from permits. Contact the Building Department at 386.424.2400 Ext. 1515 for clarification.

**9. What if the property owner ignores their required participation in the program?**

The program is an approved part of the City of Edgewater Code of Ordinances which provides for adequate penalties for noncompliance. Individuals who fail to file a Business Tax Receipt and Certificate of Use with the City of Edgewater will be subject to a Citation and to a hearing before the Special Magistrate. This is a mandatory program for all rental properties.

**10. How can I schedule an appointment?**

Once the Business Tax Receipt and Certificate of Use applications have been processed, the property owner or representative will be contacted to set up the inspection. Inspections will be done by appointment only.

**11. How long does an inspection take?**

Each inspection will vary according to the individual property; however, one should set aside a minimum of one hour for a single family residence. This is only an average.

**12. What preparations should be made involving animals prior to inspections?**

All pets should be confined or restrained in such a way as to eliminate any possibility of attack or escape during the inspection process.

**13. Does the inspection take place both inside and outside of the residence?**

Yes, the Residential Housing Rental program requires an inspection of both the interior and exterior of each unit on the property.

**14. Where do I submit my application for Business Tax Receipt and Certificate of Use?**

You will submit your applications at City Hall 104 N. Riverside Dr. Edgewater, FL 32132.  
386.424.2400 Ext. 1305.

**15. When will inspections be done?**

Inspections will be performed Monday through Saturday, between the hours of 9 a.m. and 4 p.m. by appointment only.

**16. Is the property owner required to be present during the inspection?**

The property owner or their designated representative must be present during inspections. It is the responsibility of the property owner to inform the tenants of impending inspections and to provide access.

**17. Will tenants be allowed to attend the inspections?**

Yes, both tenants and the property owner (or their designated representative) are encouraged to be present during inspections. Informational exchanges are critical to the success of the program.

**18. Will the property owner receive documentation of the inspection results?**

The property owner (or their designated representative) will be furnished a copy of the inspection report.

**19. Will additional fees be required if repairs are determined during the inspection?**

There will be an additional inspection fee that must be prepaid prior to the re-inspection date.

**20. How much time will be given to the property owner or representative to make corrections found to be unsatisfactory during the inspection?**

The property owner or representative will be given adequate time to correct violations noted. The time allotted for correction will be at the inspector's discretion, based on the nature and severity of the violation.

**21. Who performs the inspections?**

The City of Edgewater Residential Rental Inspector or designee will perform all required residential rental inspections.

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**APPLICATION FOR RESIDENTIAL  
RENTAL HOUSING BUSINESS TAX  
RECEIPT/CERTIFICATE OF USE**

**Date:** \_\_\_\_\_

Application is hereby made for Residential Rental Housing for City of Edgewater Certificate of Use and Business Tax Receipt.

**Business Name** (if applicable): \_\_\_\_\_  
(Attach proof of Fictitious Name Registration or proof of incorporation if applicable)

**Property Owner Information:**

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

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

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

Telephone Number: \_\_\_\_\_

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

**Property Manager/Owner's Representative/Agent Information** (if applicable)

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

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

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

Telephone Number: \_\_\_\_\_

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

Property Owner/Manager Driver's License Number (**attach copy**): \_\_\_\_\_

**Tax parcel number of Rental Property:** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

Do you have multiple rental properties? ☐ YES ☐ NO (If Yes, please provide Tax Parcel # and address of each property below – use separate page if needed) A separate Certificate of Use will be required for each rental unit.

**Tax parcel number of Rental Property:** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

**Tax parcel number of Rental Property:** \_\_\_\_\_

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**I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION MAY BE SUFFICIENT CAUSE FOR REVOCATION OF THE BUSINESS TAX RECEIPT AND CERTIFICATE OF USE.**

I, \_\_\_\_\_, as the property owner of record/legal representative of the above described property/properties, and having the authority of same, do authorize the City of Edgewater, in accordance with Ordinance Sec. 11-9.1, to inspect said property annually. I further understand that all notification to currently occupied properties will be the property owner of record/legal representative's responsibility to notify all interested parties of the inspection times and days. I further understand that if the inspection is not cancelled within 24 hours of the appointment time, I, the property owner of record/legal representative, may be charged a reschedule fee. Once inspection is completed, I, the property owner of record/legal representative, understand that all corrections per Ordinance Sec. 11-9.1 (b) will need to be brought into compliance in order to prevent further actions.

Signature of Property Owner/Manager: \_\_\_\_\_

State Of Florida  
County of \_\_\_\_\_

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_ PERSONALLY APPEARED AND PRODUCED \_\_\_\_\_

AS IDENTIFICATION OR ☐ IS KNOWN TO ME

\_\_\_\_\_  
NOTARY – SIGNATURE

NOTARY SEAL



## ADDITIONAL PROPERTIES PAGE RENTAL HOUSING APPLICATION

Provide Tax Parcel # and address of each property below. A separate Certificate of Use will be required for each rental unit.

**Tax parcel number of Rental Property:** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

**Tax parcel number of Rental Property:** \_\_\_\_\_

**Address of Rental Property:** \_\_\_\_\_

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**Signature of Property Owner/Manager:** \_\_\_\_\_