



City of Tampa

Declaration of Non-Rental Status

Instructions: This form is only to be used to tell the City of Tampa that you are no longer renting your property. It should only be used to cancel an active Rental Certificate. It is not necessary to submit this form if you currently do not have an Active Rental Certificate on file with the City of Tampa.

Rental Certificate ID: _____

Effective Date of Non-Rental Status: _____

Rental Address: _____

Name of Property Owner(s): _____

Name of Property Manager: _____

This document confirms that the property identified above is not used as a rental property.
Dated this _____ day of _____, 20____, I do hereby swear that the above facts are true to the best of my knowledge.

Signature: _____

Print Name: _____

Please complete this form and upload it to the City of Tampa Citizen Portal. If you have any questions, please contact Neighborhood Empowerment at 274-8766.

Upload Instructions:

1. Go to website: aca.tampagov.net
2. Login to the Citizen Portal
3. Click "Search" and then select "Enforcement Cases"
4. Select your Rental Certificate (from your list of records)
5. Scroll down to the "Attachments" section and click "Add"
6. Find the completed "Declaration of Non-Rental Status" form on your computer and click "Open"
7. Click on the "Type" dropdown list and select "Declaration of Non-Rental Affidavit"
8. Enter a description for this form (ie. "New Tenant")
9. Click "Save"