



City of Tampa

Rental Certificate

Application Instructions



Citizens who currently rent a residential property in the City of Tampa must apply for their rental certificate. An application must be submitted for each individual unit rented.

To apply online you need to have the following:

- An email address (to receive correspondence about your rental certificate).
- Access to computer.

Access the City of Tampa citizen portal website at: aca.tampagov.net

1. Click on “Register for an Account”.

If you do not have a user account for this site, you must first register.

2. After you have registered, you must then Login.

3. Start your application by clicking on the “New” button. Select *Code Enforcement/ Rental Certificates*.

4.Next, click the checkbox indicating you agree with the *Conditions and Use for Online Services*, and then select **Continue Application**.

I have read and accepted the above terms.

[Continue Application »](#)

5.For *Type of Record* select **Rental Certificate**. **Please do not select Complaint**. If you do not see **Rental Certificate** as an option, this means you are not logged in.

Select a Record Type

Choose one of the following available record types.

[Search](#)

Complaint
 Rental Certificate

[Continue Application »](#)

6.Begin the application by searching for your rental property address, enter just the street number and the street name. If only one address is found that matches your search criteria, the address parcel and owner information will automatically load into your application. If the property is in the Hillsborough County limits, it will not need to be registered with City of Tampa.

[Search](#) button below. If you c
owner information associated
here and then search for your

Street No.: * Street Name:

Unit No.:

City: State:



[Search](#) [Clear](#)

NOTE: For multiple addresses, select the appropriate address from the list. If the address for your specific unit does not appear in the list, continue with a master address; later in the application you will be prompted to provide the correct unit number. If there are more than 4 units, the rental is considered an apartment building and is regulated by the State of Florida, Division of Corporations, and it will not need a City of Tampa rental certificate.

Showing 1-3 of 3

Address	City	State	Zip
<input checked="" type="radio"/> 302 W West St, A, T 33602, 302 W West St	T		33602
<input type="radio"/> 302 W West St, B, T 33602, 302 W West St	T		33602
<input type="radio"/> 302 W West St, Unit A-B, T 33602, 302 W West St	T		33602

7. Once ownership information is confirmed, click Select.

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> Monterey Capital Tampa Sfr Llc	7667 Vickers St San Diego CA 92111-1525

[Select](#) [Cancel](#)

8. After the property information has loaded into the application, scroll down to **Continue Application**.

Owner Name: ?
Monterey Capital Tampa Sfr Llc

Address Line 1:
7667 Vickers St

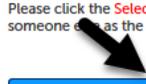
City: San Diego State: CA Zip: 921111525 Country: --Select--

[Continue Application »](#) [Save and resume later](#)

9. On the next part of the application, you will be prompted to **identify the Applicant and the Property Manager**. To select either yourself or the owner of the property, click on the “Select from Account” button.

Applicant

Please click the **Select from Account** button, to select yourself or the owner of the property as the applicant.



[Select from Account](#) [Add Contact](#)

Property Manager

Please tell us who manages this rental property. If either you (the person curating the application) or someone else is the property manager, click the **Select From Account** button and you will be able to select yourself or the property manager. If you select **Add Contact** and enter the Property Manager contact information.

[Select from Account](#) [Add Contact](#)

If the property manager is not the owner or the applicant, then select the “Add Contact” button instead, and enter the Property Manager contact information.

10. On the next section, **Rental Property**, please provide information related to your specific rental unit, whether Section 8, and attest compliance with the City of Tampa minimum housing standards https://library.municode.com/fl/tampa/codes/code_of_ordinances Division 1, Article II – Technical Provisions.

Application Information

GENERAL

* Type of Structure:

Apartment#, Unit#, Trailer#, or Room#:

* Is this a Section 8 Housing Unit?: Yes No

* I have read and agree with all of the Rental Certificate registry requirements (as indicated in the OWNER/APPLICANT ATTESTATION below)?: Yes No

OWNER / APPLICANT ATTESTATION

I certify that the information provided in this Rental Certificate Registration is true and accurate. I further certify that the rental units being registered are currently in compliance with all the applicable requirements of the City of Tampa Code of Ordinances, and other applicable laws. I understand that the Rental Certificate for the rental units may be revoked if it is determined that this certification is falsified or if the rental units are not in compliance with the applicable requirements of the City of Tampa Code of Ordinances. If any rental unit is rented without a valid Rental Certificate, the City will take immediate enforcement action, including the issuance of a Notice to Appear in the Criminal Court of Hillsborough County, Florida. :



NOTE: You may optionally provide the tenant information and the responsibilities the tenant has for maintaining the property. In the event there is a Code Enforcement issue related to the property, the Code Officer will cite the tenant instead of the Owner of the property, when applicable.

Tenant

Please provide information about the current tenant at this rental property.



Select Continue Application to review.

11. The final section of the application will allow you to **review all of your entries**. If all of the information that you provided is accurate, click “Continue Application” for the last time, and your application will be submitted.

Once application is submitted, you will see the following confirmation screen and you will be assigned a **Rental Certificate ID** number (shown below). You will also receive an email regarding application status. To view the status of your rental certificate online, click on the rental certificate record ID. In the example, this would be: [RCA-18-0007538](#)

Step 3: Receipt/Record issuance

Receipt

Your application and/or payment has been successfully processed.

302 W West St, A, T 33602

RCA-18-0007538  **Select case to review.**

NOTE: If your rental certificate was issued immediately, you can print your Rental Certificate document by clicking on the **Rental Certificate ID** and select Record Info.

12. Select the Record Info menu to open or upload an attachment.

Record RCA-18-0007538:
Rental Certificate
Record Status: Issued
Expiration Date: 09/30/2018

Record Info ▾
Payments ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

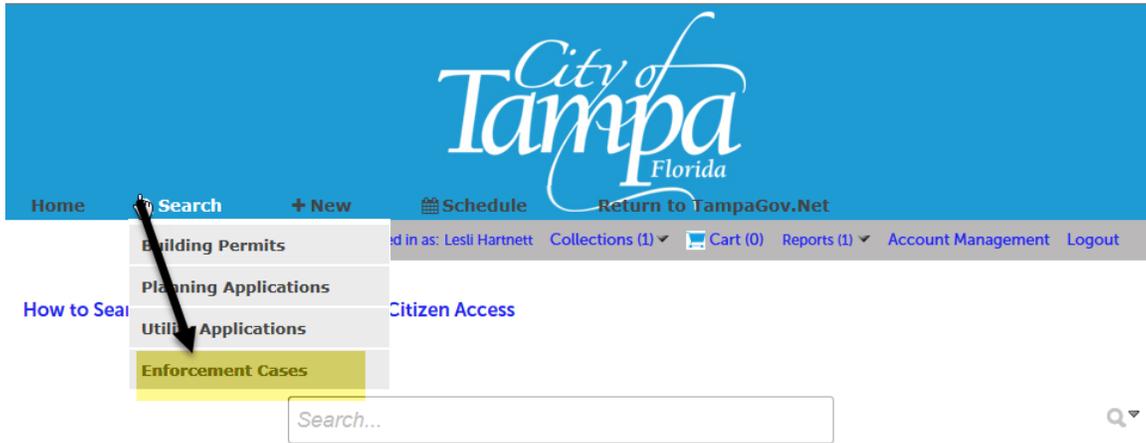
Once the certificate is generated, it will show in and can be opened in attachments.

Attachments

The maximum file size allowed is 500 MB.
 html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
ENF_Rental_Certificate_20180410_081630.Pdf	RCA-18-0007538	Rental Certificate	Record	Rental Certificate	83.22 KB	04/10/2018	Actions ▾

To view your Rental Certificate later, go to aca.tampagov.net again and log-in, click on the Search menu from the Main Menu, select Enforcement Cases, and select your Rental Certificate ID. You can view your rental certificate and also monitor the status.



Message Bar

Records

Showing 1-10 of 100+ | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	12/21/2017	RCR-18-0003136	Rental Certificate Renewal	09/30/2018	Issued		
<input type="checkbox"/>	12/20/2017	RCA-18-0007467	Rental Certificate	09/30/2018	Issued		
<input type="checkbox"/>	12/04/2017	RCA-18-0007388	Rental Certificate	09/30/2018	Issued		
<input type="checkbox"/>	11/06/2017	RCR-18-0002622	Rental Certificate Renewal	09/30/2018	Issued		
<input type="checkbox"/>	11/06/2017	RCR-18-0001216	Rental Certificate Renewal	09/30/2018	Issued		
<input type="checkbox"/>	11/01/2017	RCR-18-0000418	Rental Certificate Renewal	09/30/2018	Issued		
<input type="checkbox"/>	11/01/2017	RCR-18-0000417	Rental Certificate Renewal	09/30/2018	Issued		

If you have any questions, please contact customer service by email NeighborhoodEnhancementACA@tampagov.net or by calling: 813-274-8766. If you would like to utilize the computer kiosk to complete the rental application, please come in to our office at 4900 W Lemon Street (please call ahead to make an appointment).

If you are no longer renting the property, please submit a Declaration of Non-Rental, which can be accessed at www.tampagov.net/RentalCert, along with other information resources for Rent It Right Tampa.