# City of Tampa
## Rental Certificate
## <u>Application Instructions</u>

**Rent it Right Tampa**

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: https://aca.tampagov.net

1.Click on "Register for an Account".



**How to Search for Information in Accela Citizen Access**

**Click here to access CivicInsight and search building permit data**

**Click here to download our new Contractor Central App**

**Instructions for using the Contractor Central App**

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

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



Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer
I've forgotten my password
New Users: Register for an Account

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**.



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.



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.

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.

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| Address | City | State | Zip |
|---|---|---|---|
| 302 W West St, A, T 33602, 302 W West St | T | | 33602 |
| 302 W West St, B, T 33602, 302 W West St | T | | 33602 |
| 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 |
|---|---|
| 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: | State: | Zip: | Country: |
|---|---|---|---|
| San Diego | CA | 921111525 | --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 o
someone e   as the applicant.

**Select from Account**     **Add Contact**

## Property Manager

Please tell us who manages this rental property.   If either you (the person cur
the "Select From Account" button and you will be able to select yourself or th
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: | Duplex |
| Apartment#, Unit#, Trailer#, or Room#: | A |
| * 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 from Account**   **Add Contact**

**Continue Application »**   **Save and resume later**

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

Select case to review.

RCA-18-0007538

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

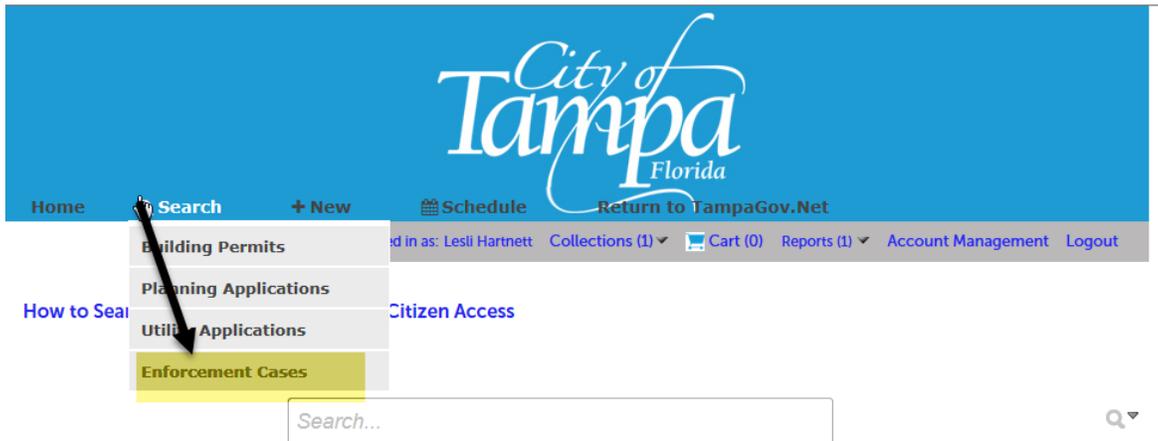Processing Status

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 https://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.



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.