

# Completing a Rental Certificate Renewal

1. Go to registration website <https://aca.tampagov.net> to log in. If you do not have a log on ID, please create one and contact Customer Service at 274-8766 for assistance in renewal.



2. Log in with the Public User Account you used to create the rental certificate application.  
  
NOTE: You must be connected to the original application in order to access the RENEWAL process.



3. Go to Search in the top Menu Bar and select Enforcement Cases.



4. Click on Renew Application in the Action column next to the RCA record.

Records

Showing 91-100 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"/>	09/02/2016	RCA-17-0003821	Rental Certificate	09/30/2017	Issued	Renew Application	
<input type="checkbox"/>	09/02/2016	RCA-17-0003803	Rental Certificate	09/30/2017	Issued	Renew Application	
<input type="checkbox"/>	09/02/2016	RCA-17-0003802	Rental Certificate	09/30/2017	Issued	Renew Application	

## Tab 1 – Property

5. This section is not editable, please proceed to submit application by scrolling to bottom of screen and click on the Continue Application button.

NOTE: If changes are needed, please contact us at 813.274.8766.

### Rental Certificate Renewal

1 Property      2 People      3 Rental

Step 1: Property > Rental Address



## Tab 2 - Applicant and Property Manager information

6. Review and update the contact information for the Applicant and for the Property Manager if needed.
7. Scroll to bottom of screen, click on the Continue Application button.

Rental Certificate Renewal

1 Property 2 People 3 Rental 4 Review

Step 2: People > Contacts

**Applicant**

If this is not the correct Applicant, click **Remove** and then click the **Select** **f** select yourself or the owner of the property as the applicant. Or click on **#** someone else as the applicant.

**M Ryan Homes**  
[Edit](#) [Remove](#)

**Property Manager**

Please tell us who manages this rental property. If this is not the correct **P#** **Remove**. If either you (the person currently logged in) or the property Ow, then click the **Select From Account** button and you will be able to select property as the "Property Manager". Otherwise, select **Add Contact** and add contact information.

**M Ryan Homes**  
[Edit](#) [Remove](#)

[Continue Application >](#)

## Tab 3 – General Information

8. In the Application section:
  - If the structure type originally submitted is 'Single Family Residence', you will be required to change your selection. Simply select from the drop-down list.
  - Select whether this is Section 8 Housing.
  - Complete the Owner/Applicant attestation.
  - Click on the box below the Owner/Applicant attestation to acknowledge the information provided is true and accurate for signature.
9. In the Tenant section:
  - Add, update or remove Tenant information. Ensure all information is provided in the required fields.
10. Click on the Continue Application button.

Application \* Indicates a required field.

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**GENERAL**

\* Type of Structure:  Single Family Residence - Attached (Townhome)

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

**Application Information**

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**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.

**Tenant**

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

**Lesli Hartnett**  
 City of Tampa - NED  
 AccetaNo10@tampagov.net  
 Home phone:  
 Mobile Phone:  
 Work Phone: 8132743285  
 Fax:  
[Edit](#) [Remove](#)

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

## Tab 4 – Review

11. Review the application carefully and then click on the Continue Application button to submit.

NOTE: An email will be sent to you providing the renewal application status and/or the renewal certificate.

### Rental Certificate Renewal

1 Property	2 People	3 Rental	4 Review
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#### Step 4 : Review

[Continue Application »](#)

Please review all information below. Click the 'Edit' buttons to make changes to sections or 'Continue Applicat

#### Record Type