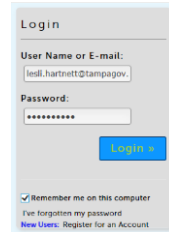


Completing a Rental Certificate Renewal

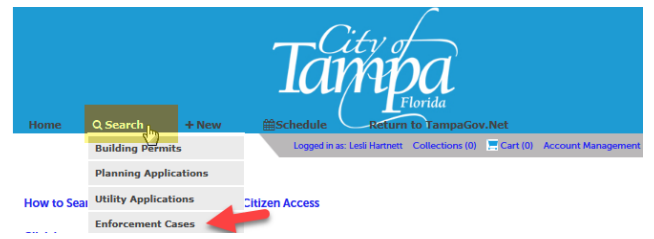
1. Go to registration website – www.aca.tampagov.net/CitizenAccess/default.aspx, or go to www.tampagov.net/rentalcert for all instructions and a link to renewals.



2. Login with the Public User Account you created to submit the rental certificate application.



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



4. All cases associated to the Public User Account will be listed. Notice the statuses of In Review, In Process, and Issued in the Status column, which indicate the processing of the application. The Action column indicates action to be taken.

Records

Showing 1-10 of 100+ | Add to collection | Add to cart

Date	Record Number	Record Type	Expiration Date	Status	Action
06/05/2018	18THP-028048	Rental Certificate Renewal			Resume Application
01/13/2018	RCA-18-0007562	Rental Certificate Renewal	09/30/2018	In Review	
01/13/2018	RCA-18-0003348	Rental Certificate Renewal	09/30/2018	In Process	
01/13/2018	RCA-17-0007562	Rental Certificate	09/30/2018	Issued	
12/02/2017	RCA-18-0003336	Rental Certificate Renewal	09/30/2018	Issued	
12/09/2017	RCA-18-0007467	Rental Certificate	09/30/2018	Issued	
12/04/2017	RCA-18-0007388	Rental Certificate	09/30/2018	Issued	

5. Click on Renew Application in the Action column.

Records

Showing 91-100 of 100+ | Add to collection | Add to cart

Date	Record Number	Record Type	Expiration Date	Status	Action	Short Notes
09/02/2016	RCA-17-0003821	Rental Certificate	09/30/2017	Issued	Renew Application	
09/02/2016	RCA-17-0003803	Rental Certificate	09/30/2017	Issued	Renew Application	
09/02/2016	RCA-17-0003802	Rental Certificate	09/30/2017	Issued	Renew Application	

6. Step 1 - Rental Address property and ownership information.

NOTE: Changes cannot be to this section; please contact Customer Service at 813-274-8766 if owner contact information needs to be updated.

Rental Certificate Renewal

1 Property 2 People 3 Rental

Step 1: Property > Rental Address

7. Scroll to bottom of screen to Continue Application.



- 8. Step 2 - Applicant and Property Manager information. This section is editable, please review.
- 9. Continue Application once changes are made or if no changes are needed.


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** to select yourself or the owner of the property as the applicant. Or click on **A** 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 **Property Manager**, click **Remove**. If either you (the person currently logged in) or the property Owner then click the **Select From Account** button and you will be able to select the property as the "Property Manager". Otherwise, select **Add Contact** and add contact information.

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


[Continue Application >](#)


- 10. Step 3 – General Information. Type of structure should remain the same except if the type was originally ‘Single Family Residence’. If this is the case, please use the updated designation of either detached (house), attached (townhome), or condominium.
- 11. Enter responses for Section 8 Housing, Agreement to rental requirements, and Attestation to the application.
- 12. Add, update or remove Tenant information as needed.
- 13. Select Continue Application.


Application * indicates a required field

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


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.

IZ 

Tenant

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


Lesli Hartnett
 City of Tampa - NED
 AccelaNo10p9y@Tampagov.net
 Home phone:
 Mobile Phone:
 Work Phone: 8132743285
 Fax:
[Edit](#) [Remove](#) 

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

- 14. The final screen, Step 4, will be to review the entire application. If satisfied, click Continue Application.

Rental Certificate Renewal

1 Property 2 People 3 Rental 4 Review

Step 4: Review 

[Continue Application >](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to complete the application.

Record Type

- 15. The new case record number associated with your rental property is generated. Please note for your records.

Record RCR-18-0002099: 
 Rental Certificate Renewal

[Like 0](#) [Tweet](#)

Record Status: Issued
 Expiration Date: 09/30/2018

Location
 8523 N Ashley St
 T 33604

Record Details
[To see details related to your case, expand More Details](#)