

City of Tampa
Department of Neighborhood Empowerment
Residential Rental Certificate Registry

Tenant Information Form

Rental Certificate ID: _____

Tenant Name(s): _____

Rental Address: _____

Rental Agreement: Start Date _____ End Date _____

Tenant Responsibilities: _____

Owner Name: _____

Property Manager Name: _____

Signature: _____ Date: _____

Upload Instructions:

1. go to 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 "Tenant Info" form on your computer and click "Open"
7. Click on the "Type" dropdown list and select "Tenant Information Form"
8. Enter a description for this form (ie. "New Tenant")
9. Click "Save"

