



CITY OF MINNEOLA BUSINESS TAX APPLICATION RENTAL HOUSING

ITEMS NEEDED FOR RENTAL HOUSE APPLICATION

Copy of Driver's License of State ID
Copy of Property Record of Ownership or Record Card from www.lakecopropappr.com
If the fictitious company is the owner, a copy of the FEIN via www.sunbiz.org and Fed Tax ID # document are required.
If a property management company is submitting on behalf of the owner, the owner must grant authority in writing. The Management company must submit a copy of the management agreement and authorization of signing and management with the owner.
Fees due \$50.00 for single family, \$30.00 2-5 units (ea), \$20.00 more than 5 units (ea). License fees are paid with cash or check only.
Out of state or country owners must have a local contact to handle property in case of emergency in the owner's place.
If the owner lives out of the country, the owner must provide a phone number and an email address for communication.

★ City code regulations applicable to rental housing include, but not limited to Environment, Nuisance, Sexual Offenders, Maintenance, Fair Housing, Noise, Junk, and Taxation. For convenience, some links to the Code of Ordinances have been provided below. All tenants are required to abide by City Code Ordinances.



The following can be found online at www.minneola.us or Ordinances/Minneola,FL/Municode Library.

- ◆ TAXATION: RENTAL HOUSING – CHAPTER 66 ARTICLE IV
- ◆ ENVIRONMENT- CHAPTER 30, ARTICLES I-V
- ◆ SEXUAL OFFENDERS- CHAPTER 46, ARTICLE III
- ◆ FAIR HOUSING – CHAPTER 38 ARTICLE II

Note: Review if the neighborhood the residence is in and has a HOA. Also, please provide your tenant with the HOA by-laws. City of Minneola does not enforce HOA Rules.

CODE OF ORDINANCES: Section 66-201 Article IV License required for rental housing business

It shall be unlawful for any person, firm, corporation, or other entity to conduct or operate or cause to be rented either as owner, lessee, agent or manager within the corporate boundaries of the city, any dwelling used for human habitation with having first obtained a license to do so as provided in this ordinance. This article shall not apply to any rental dwelling which are subject to state or federal licensing or regulations regarding the safety of the users, patients or tenants. (Ord. No. 2004-13,1, 11-23-2004)



MINNEOLA BUSINESS TAX RECEIPT APPLICATION

MEMORANDUM OF UNDERSTANDING

Notice to Applicant- OTHER PERSONAL INFORMATION in compliance with FS 119.071 (5) 2.a

1. City is specifically mandated by Florida state law to collect federal employer identification number of social security number for the purpose of issuing a local business tax receipt.

Florida Statute: Chapter 205, Local Business Taxes 205.0535 (6) A receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed.

2. City may collect your social security number for the following purposes: classification of accounts, customer identification and verification, customer billing and payment, creditworthiness, and other lawful purposes necessary in the conduct of City business. (Florida Statute, Section 11-071 (5) (a) (6)

3. City may also release your SSN to other commercial entities engaged in the performance of commercial activities as required or permitted by law (Florida Statute, Section 119.071 (5) (a) (6)

4. Authorized exceptions: DOS Form 119 Public Records Exemption Request is available upon request for certain government official and other qualifying circumstances.

Applicant Statement of Understanding

I hereby acknowledge the requirement of compliance with all City of Minneola ordinances, regulations, and provisions applicable to the application to operate a business within the City of Minneola. Specifically, I understand that I MAY NOT OPEN FOR BUSINESS until the facility within which I intend to operate has been successfully inspected by the Fire Department for compliance with the Florida Fire Prevention Code and Life Safety Code and/or by the City of Minneola Code Enforcement Office for compliance with the Code of Ordinances that apply to structures, signs and other regulations and the building official, if deemed necessary. Should any of these inspections determine corrective actions be required, I understand that I shall have the corrections made as prerequisite in obtaining a Business Tax Receipt from the City Clerk.

Upon all inspections passed and confirmation of all fees paid, a Business Tax Receipt will be issued from the City Clerks' s Office. Business Tax Receipts are effective from October 1st through September 30th and are renewed annually.

Applicant Name: _____ Printed

Applicant Signature: _____ Date: _____



CITY OF MINNEOLA RENTAL LICENSE APPLICATION

APPLICATION INFORMATION		New	Renewal	Update
USE THIS FORM to make an application for an annual Rental Housing Business License, or to notify the city of changes to an existing license, such as a change in ownership or property management information.				
Property Owner:		DBA:		
Name of Property Management Company (if applicable)		Phone:		
Address of Rental Property	Unit/Suite #	Mailing Address:		
City/State/ZIP:		Email:		
Additional pages may be attached when listing multiple properties.				
Applicant/Primary Contact Name:		Phone:		
Address:		Mail Business Tax Receipt to:		
Applicant Signature: (Also Sign Statement of Understanding)				Date
PROVIDE COPIES OF THE FOLLOWING (IF APPLICABLE):				
Driver's License #	Expiration Date	Property Record Card/Deed		
Fictitious Name/LLC Sunbiz.org	Expiration Date			
Rental Housing Licenses are issued from the City Clerk's office. Rental Housing Licenses are effective from October 1st through September 30th and are renewed annually.				
24 hr Local Contact:	Annual Fee Schedule			
Phone Number	License Fee for Single Family Unit		\$50.00 by ___ units = \$_____	
Property Manager's Name	License Fee for Buildings Containing 2 to 5 Dwelling Units		\$30.00 by ___ units = \$_____	
	License Fee for Multi-Unit Buildings Containing More Than 5 Units		\$20.00 by ___ units = \$_____	
OFFICE USE ONLY - FEES AND CERTIFICATIONS				
Rental Fee \$	Cash	Check #	Received by:	Date:
License #			Date Issued:	APPLICATION TAKEN BY: _____