

## RENTAL PROPERTY INSTRUCTIONS & REQUIREMENTS

Welcome to the Wellington business community! We wish you good fortune in your business venture and we are ready to assist you in any way possible. For your convenience, we have provided a registration checklist. This checklist provides a list of the required documentation that must be submitted to obtain the BTR.

Wellington's Code of Ordinances requires property owners who lease or rent residential dwelling units to obtain a valid Business Tax Receipt. In addition, applicants are required to comply with Wellington's Land Development Regulations definition of "Family" when leasing or renting the property.

*Family means either a single person occupying a dwelling unit and maintaining a household, including not more than one (1) boarder, roomer, or lodger as herein described; or two (2) or more persons related by blood, marriage, or adoption occupying a dwelling, living together and maintaining a common household, including not more than one (1) such boarder, roomer, or lodger; or not more than four (4) unrelated persons occupying a dwelling, living together and maintaining a non-profit housekeeping unit as distinguished from a group occupying a boarding or lodging house, hotel, club or similar dwelling for group use. A common household shall be deemed to exist if all members thereof have access to all parts of the dwelling.*

Applicants shall complete the rental property application and pay the required fees prior to renting or leasing.

All Business Tax Receipts expire SEPTEMBER 30<sup>th</sup> of each year. Penalty fees are assessed on OCTOBER 1<sup>st</sup> through January 30<sup>th</sup> and a \$250 non-compliant fee is assessed to all businesses failing to renew prior to February 1<sup>st</sup>.

New Business Tax Receipts are prorated for half-year from April 1 through September 30. Business Tax is not prorated if your business is operational prior to April 1. NO REFUNDS will be made for properties sold or businesses closed during the full fiscal year or paid in error.

## CHECKLIST

- ❖ Application for Wellington Rental Business Tax Receipt;
- ❖ Fictitious Name Registration and/or Articles of Incorporation, (if applicable);
- ❖ Wellington non-refundable Admin/Reg. fee, Zoning review fee, tax and unit fees;
- ❖ A copy of the Owner's Driver's License;
- ❖ Copies of each property in Palm Beach County Property Appraiser (PAPA) website

## RENTAL BUSINESS TAX RECEIPT FEE SCHEDULE

***\*ALL NEW APPLICATIONS ARE SUBJECT TO ONE TIME \$80. ADMIN/REG & ZONING REVIEW FEE  
IN ADDITION TO THE TAX AS INDICATED BELOW***

<u>Classification:</u>	<u>Tax:</u>
Residential Rental Units (Includes single family homes, duplexes, townhouses, seasonal rentals, & vacation rentals.)	\$100. + \$5. per unit
Hotels, Motels, Apartments (DPBR Dept. of Hotels required.) (This category also includes Bed & Breakfasts)	\$100. + \$5. per unit



# Rental Business Tax Receipt Application (BTR)

Residential Rental     Seasonal Rental     Vacation Rental     Hotel/Motel/Apartments

Corporation/Business Name: \_\_\_\_\_  
(Division of Corporations requires registration of a fictitious name. Copy of registration must accompany this application)

Owners Name: \_\_\_\_\_

Owners Email Address\*: \_\_\_\_\_

**\*Required**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
(If different above)

Business Phone Number: \_\_\_\_\_ Cell/Emergency Number \_\_\_\_\_

Government Issued ID # \_\_\_\_\_ State/Country \_\_\_\_\_ DOB \_\_\_\_\_

FEIN or Social Security Number\* \_\_\_\_\_

**\* Pursuant to FS 205.0535(5) No Business Tax shall be issued unless the FEIN number or SSN number is obtained from the person to be taxed. If a FEIN is not available the applicant must complete the attached form with the Social Security number for the person being taxed pursuant to section FS 119.071(5)**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Individual Rental Unit Addresses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Applicant/Property Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
Print name

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email address: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Applicant/Qualifier Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### Staff Use Only:

CLASSIFICATION CODE \_\_\_\_\_ BTR # \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**One Time Zoning Review Fee: \$30.** \_\_\_\_\_ **One Time Registration Fee: \$50.** \_\_\_\_\_ **Business Tax: \$ 100 + \$5 per rental unit** \_\_\_\_\_

Misc. Fees: \$ \_\_\_\_\_ Non-Compliant Fee: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Please email completed application & required documents to: [BTR@WellingtonFL.Gov](mailto:BTR@WellingtonFL.Gov)