



# Owner-Occupied Short-Term Vacation Rental Document Checklist

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- Obtain parcel identification (folio) number from Broward County Property Appraiser. (Visit [www.bcpa.net](http://www.bcpa.net) )
- Copy of current Business Tax Receipt (BTR) from City of Plantation. (Visit <http://www.plantation.org/City-Clerk/local-business-tax-certificate.html>)
- Copy of written notice sent to home owner association, condominium/ cooperative association, or board, if any, stating that property or unit will be used as a short-term vacation rental. Notice shall be sent via certified mail. Include copy of signed green return receipt indicating receipt by addressee of such notice.
- Completion of certification that the property is an owner-occupied short-term vacation rental and that the owner understands the City's requirements for such rentals.