



City of Greenacres

CHECKLIST FOR RENTAL BUSINESS TAX RECEIPT

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This checklist will help expedite your Rental Business Tax Receipt. Please be sure to include the items as indicated below along with a copy of this checklist. Missing documents may delay your processing time.

Welcome to the Greenacres 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 checklist. This checklist provides a list of the required documentation that must be submitted to obtain the Rental Business Tax Receipt. Missing documents may delay your processing time.

**All Rentals must include:**

- City of Greenacres Rental Business Tax Application. You **MUST** include your **email address** and **phone number**.
  - Palm Beach County Property Appraiser Property Detail Record to show ownership. This can be found at **pbcgov.org/papa**.
  - Copy of Lease Agreement.
  - Rental Business Tax fee as outlined on the Fee Worksheet.
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- Proof of registered business name, **only if property owned by a corporation**. Fictitious Name, or Trademark from the State of Florida Division of Corporations. For information or to file an application visit [www.Sunbiz.org](http://www.Sunbiz.org).
  - Federal Employer Identification Number (FEIN), **only if property owned by a corporation**.
  - Copy of Warranty Deed or Closing Papers **if property recently purchased and not yet on Property Appraiser's website**.

**The non-refundable Rental Business Tax Receipt (BTR) amount must be paid when you submit the application using the attached Fee Worksheet to determine the amount due.**

**In lieu of the Life Safety Rental Inspection, the attached affidavit must be completed, notarized and submitted to our office within 30 days of application submittal (if not included when application was submitted).**