



The Village Council of the Village of Wellington adopted an ordinance relating to the regulation of residential rental units and properties within the Village of Wellington. On December 9, 2014 the Village Council adopted ordinance revisions requiring single-family rental properties in addition to multi-family rental properties obtain an annual Rental Dwelling unit License. As part of the ordinance revision the initial registration and inspection fees are waived, additional late and inspection fees may apply.

A Rental Dwelling Unit License is required to be obtained by the owner of **any** residential rental dwelling unit or property located within the Village.

A renewal application is required for each unit to be filed with Wellington at least 60 days prior to October 1st of each year. Renewal reminder letters are mailed in June of each year, late fees may be applied if a renewal application is not received prior to October 1st.

Upon receipt of a properly completed license application or renewal for each rental license, a license shall be issued. A Wellington Code Officer will inspect the property or properties in the near future and will notify the property owner in writing if any violations are found. Please note Wellington Code Section 70-30 outlines, if a code officer issues a violation notice based on a rental unit license inspection the code officer shall re-inspect to confirm the violations have been corrected. If the violations have not been corrected within the timeframe provided in a notice an additional fee in the amount of \$50.00 shall be assessed for each succeeding re-inspection, until compliance has been obtained. Additional penalties may be imposed if violations are not corrected.

Also, the owner of a rental dwelling unit or property is required to obtain a Business Tax Receipt (BTR). A BTR is separate from a Rental Unit License and requires additional fees and a completed application.

The rental of real property for permanent or temporary residential purposes to sexual offenders and sexual predators that does not comply with all requirements of Chapter 36, Article IV, of the Code of Ordinances is prohibited.

Please call 561-753-2587 or email wellingtonrental@wellingtonfl.gov with any questions regarding the Rental Dwelling Unit License or the Business Tax Receipt.

Forms and information regarding the Rental Dwelling Unit and Business Tax Receipt can be found on our website at www.wellingtonfl.gov.



Rental Dwelling Unit License Application/Renewal Checklist

- ☐ Application for Wellington **Rental Dwelling Unit License per each unit/property all 5 pages**;
- ☐ Ensure the owner's mailing address corresponds with Palm Beach County's Property Appraiser's Office. Records Research is available on the PBC Property Appraiser's Office website: www.pbcgov.com/papa/
- ☐ Letter of Authorization for property owners who wish to be represented by an agent or representative in matters concerning their Rental Dwelling Unit License Application, (if applicable). The agent or representative must be located in Palm Beach County. The Application must be notarized;
- ☐ Affidavit Regarding Non-Rental Status (if applicable);
- ☐ ALL FORMS MUST BE LEGIBLE OR THEY WILL BE RETURNED.

12300 Forest Hill Boulevard Wellington, FL 33414 Phone: 561-753-2587 Fax: 561-904-5920
Email: wellingtonrental@wellingtonfl.gov

www.wellingtonfl.gov/rentalapplication



Rental Dwelling Unit License Application/Renewal
(One application/renewal per unit or property is required)

Code Case Number: _____

Date: _____

Provide the name(s) of the owner(s), partner(s) if a partnership, or corporate officers if a corporation.

Is this a new mailing address: Yes ☐ N ☐

Owner Name(s): _____

Partner/Officer Name(s): _____

Mailing address: _____

Telephone number: _____

E-mail Address: _____

Address of the rental dwelling unit or property _____

Type of unit: townhouse, condo, apartment, single-family home, other _____

Number of bedrooms _____

Homeowner Association or Property Owner Association, if applicable

Association Name(s): _____

Association address: _____

Telephone number: _____

Name of Association Representative: _____

Appointing a representative.

Property owners who are represented by an agent or representative in matters concerning their Rental Dwelling Unit License Application must provide a Letter of Authorization to the Wellington Rental Licensing Department. The representative or agent shall be at least 18 years of age and shall be located in Palm Beach County. Application and all related forms are available online. **Please visit our website:** www.wellingtonfl.gov

Provide contact information of agent or representative, if applicable:

Property Manager: _____

Address: _____

E-mail Address: _____

Telephone Number: _____

Affidavit

The Village of Wellington Code of Ordinances Chapter 71, Section 71-25 and Chapter 36, Section 36-43 requires owners of rental properties to complete the attached affidavit acknowledging that each rental unit and tenant shall comply with all applicable codes and that no residents of the unit are registered as a sexual predator or offender. A form tenant affidavit is also included, if necessary.

The Village of Wellington Code of Ordinances is available online at www.wellingtonfl.gov. You may review the list of registered sexual predators/offenders on the Palm Beach County Sheriff's Office website www.pbso.org.

Submit this application with the attached Affidavit to:

Village of Wellington
Attn: Rental Licensing
12300 Forest Hill Boulevard, Wellington, FL 33414
Phone: 561-753-2587
Email: wellingtonrental@wellingtonfl.gov

Owner(s) Signature _____ Date _____

_____ Date _____

RENTAL DWELLING AFFIDAVIT

STATE OF _____

COUNTY OF _____

BEFORE ME this day personally appeared _____, (Affiant)
who, being duly sworn, deposes on personal knowledge and says:

1. I am aware of all code requirements applicable to residential properties including applicable requirements of the land development regulations, and including but not limited to maintenance and appearance of residential dwellings, proper disposal of garbage and trash, proper storage of garbage cans, and proper parking of personal and commercial vehicles.
2. I will comply with all code requirements applicable to residential properties including applicable requirements of the land development regulations, and including but not limited to maintenance and appearance of residential dwellings, proper disposal of garbage and trash, proper storage of garbage cans, and proper parking of personal and commercial vehicles.
3. I will inform all tenants of code requirements applicable to residential properties including applicable requirements of the land development regulations, and including but not limited to maintenance and appearance of residential dwellings, proper disposal of garbage and trash, proper storage of garbage cans, and proper parking of personal and commercial vehicles.
4. I have received an affidavit from the tenant(s), that no residents of the dwelling are registered as a sexual offender or a sexual predator if the dwelling unit is within 2,500 feet of any educational institution, designated public school bus stop, private school bus stop designated by a private school servicing Wellington residents, or park.
5. I have reviewed the up-to-date list of sexual offenders and sexual predators and determined that the prospective tenant or tenants are not included on the list.
6. I acknowledge that the requirements of the Village of Wellington Code of Ordinances, Sections 36-40 through 36-44, relating to sexual offenders or sexual predators shall apply to all leases, subleases, or rentals of this dwelling unit.

FURTHER AFFIANT SAYETH NOT.

AFFIANT

SWORN TO or affirmed and signed before me on the _____ day of
_____, 20__ by _____.

Notary Public

[Print, type, or stamp commissioned
name of notary.]

☐ Personally known

☐ Produced identification

Type of identification produced _____

TENANT AFFIDAVIT

STATE OF _____

COUNTY OF _____

BEFORE ME this day personally appeared _____, (Affiant)
who, being duly sworn, deposes on personal knowledge and says:

1. I am aware that any person who is required by Florida law to register as a sexual offender or sexual predator is prohibited from establishing permanent or temporary residence within 2,500 feet of any educational institution, designated public school bus stop, private school bus stop servicing Wellington residents, or a park, as those terms are set forth in the Village of Wellington Code of Ordinances, Sections 36-40 through 36-44.

2. Please select from one of the following options:

☐ No member of my household is a registered sexual offender or sexual predator.

☐ A member of my household is required to register as a sexual offender or sexual predator, but the property I intend to lease is located more than 2,500 feet from any educational institution, designated public school bus stop, private school bus stop servicing Wellington residents, or a park.

☐ The member of my household requiring registration as a sexual offender or sexual predator is a minor and was not adjudicated as an adult.

FURTHER AFFIANT SAYETH NOT.

AFFIANT

SWORN TO or affirmed and signed before me on the _____ day of _____, 20____ by _____.

☐ Personally known

☐ Produced identification _____

Notary Public

Type of identification produced _____

[Print, type, or stamp commissioned
name of notary.]



**Letter of Authorization (LOA)
Notice to Property Owner and Agents/Representatives**

Property owners who are represented by an agent or representative in matters concerning their Rental Dwelling Unit License Application must provide a Letter of Authorization to the Wellington Rental Licensing Department. LOA Forms and Rental Dwelling Applications are available on our website, www.wellingtonfl.gov/rentalapplication

1. LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The Legal Address of Rental Dwelling for which the license is applied
 - c. The Rental Dwelling Unit License year
2. LOA representative or agent must comply with the following requirements:
 - a. The representative or agent shall be at 18 years of age; and
 - b. The representative or agent shall be located in Palm Beach County, Florida.**
 - c. The representative or agent must include their name, address, telephone number, and e-mail address (if available).
 - d. If a new or additional representative is appointed by an owner, the representative's name, address, and telephone number shall be supplied to the department by the owner within 15 days after the appointment.
3. LOA must be signed and notarized by the owner of record of the property, or if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Submit copies of corporation documentation. Management companies and other third party signatures are not acceptable. The signature line must include:
 - a. Signature of the owner or officer
 - b. The name of the signer, printed or typed
 - c. The title of the signer

LOA must be an original document and submitted to:

The Village of Wellington
Attn: Rental Licensing Department
12300 Forest Hill Boulevard
Wellington, Florida 33414



**Rental Dwelling Unit License Application
Letter of Authorization**

An original of this form must be submitted to the Village of Wellington Rental Licensing Department in addition to the Rental Dwelling Unit Application for review. The Letter of Authorization must be signed by the owner of record or, if titled in the name of a corporation, by an officer of the corporation authorized to act on its behalf. (This letter cannot be substituted.)

(One Letter Per Unit/Property Required)

RENTAL DWELLING UNIT/PROPERTY ADDRESS

APPLICATION DATE

Please print or type all information except signature lines.

OWNER OF RECORD: _____

MAILING ADDRESS: _____

No.

Street

City

State

Zip

Telephone _____ **Mobile Phone Number** _____

As owner(s) of the referenced property I (we) hereby appoint the following company or individual to represent me (us) as agent as it relates to Rental Licensing matters.

Names of Agent and Firm

Email Address

Mailing Address

Telephone Number

Mobile Phone Number

Authorized Signature

Print or Type Name of Signer

The foregoing was acknowledged before me this _____ day of _____ 20__ by _____
who is personally known to me or who has produced _____ (Type of ID) as
identification.

Signature of Notary _____ Notary Seal

Printed Signature of Notary _____