



*REGISTRATION FORM FOR LONG-TERM RENTAL HOUSING

*This form replaces the previous License Application form.
(For faster response, please submit registration online at https://daytonabeach.ims16.com/ims)

RESIDENTIAL RENTAL PROGRAM
125 S PALMETTO AVE
DAYTONA BEACH, FL 32114

(386) 671-5298
rentalpayments@codb.us
Office Hours: Mon - Fri 8 AM to 4 PM

1. Address of rental property: Unit #:

2. Tax parcel number of rental property:

3. Number of units you are registering: (Rental property cannot be homesteaded.)
(The City licenses less than 5 units only)

4. Fees due:

Table with 5 columns: Property Type, Selection, Application Fee, Unit Fee, Plus Voluntary Inspection Fee Per Unit. Rows include Single-family dwelling, Condo/Apartment, Duplex, Triplex, and Quadplex.

A current Business Tax Receipt is also required to register your rental property with the City of Daytona Beach. Residential Rental units such as the Daytona Beach Housing Authority and residential rental units under the Federal HUD Section 8 program are not required to be registered.

5. Property-owner information (Required):

Name: Phone Number: Email Address:
Address:
Mailing Address:

6. Property Manager/Owner's Representative/Agent Information (if applicable):

Name: Phone Number: Email Address:
Address:
Mailing Address:

7. 24-hour contact - Authorized Maintenance Company or Person: (Required): (18 years of age or older and not a tenant)

Name: Phone Number: Email Address:
Address:

9. Voluntary Inspection: YES NO

Beginning in the initial year of registration, and every other year thereafter, if you agree to a voluntary inspection, the City shall inspect the residential rental property, and units, to determine compliance with all applicable provisions of the Land Development Code, including the Florida Building Code and International Property Maintenance Code, and provide the owner with written notice of any defects which must be remedied to attain compliance.

If you agree to the voluntary inspection, payment of the registration fee will be deferred until the inspection is scheduled. If the inspection is not scheduled or does not take place within 90 days, all registration fees shall be due immediately. Failure to pay the registration fees when due shall result in immediate cancellation of the registration and are subject to code enforcement action.

The property owner or designated agent shall have a continuing obligation to notify the city in writing within 15 calendar days of any change in the information provided in the registration statement. Failure to notify the city of changes shall be a violation of this article.

Note: Your registration must be renewed annually before September 30th. Registrations that are not renewed when due and payable are DELINQUENT and subject to a late fee of \$50. Fees shall be payable at the time of registration or renewal, except where the fee is waived in relation to the voluntary inspection. Failure to register within 90 days after registration is due or, failure to pay registration fees when due will result in code enforcement action. In addition to the late fee provided above, the Code Board or Magistrate may impose fines and issue any orders authorized by law.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION MAY BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS REGISTRATION. FURTHERMORE, I ACCEPT THE TERMS, FEE SCHEDULE AND CONDITIONS AS STATED IN CITY ORDINANCE NO. CH 26, SECTION 26-291 ADOPTED November 20, 2024.

Signature of applicant: Date:

Office Use Only

Zoning Approval: Zoning Classification: Redevelopment Zone:

Denied: Date: