



CITY OF RIVIERA BEACH INVENTORY & CERTIFICATE OF USE RENEWAL AFFIDAVIT

In order to renew your Certificate of Use and/or Business Tax Receipt, a Certificate of Use Affidavit form must be on file. The affidavit must be completed, signed, and sent to the Business Tax Receipt office.

Please return to: The City of Riviera Beach, Business Tax Receipt Office at P.O. Box 9757, Riviera Beach, FL 33419.

Rental Properties
Certificate of Use Renewal Affidavit
Please Complete Applicable Information Below

Owner's Name: _____

Vendor Number: _____ Phone Number _____

Rental Property Address: _____

Mailing Address: _____

Contact Email Address: _____

- Residential Rentals (rental of apartments, homes, duplex, triplex, and Public Lodging Establishments*) See below**
 Commercial Rentals # of units, bays, or suites _____

Is the rental property a Congregate Living Facility, Assisted Living Facility or Sober Home?

____ Yes ____ No If yes, please provide number of beds. # of beds _____

*A Public Lodging Establishment means a hotel, motel, non-transient apartment, transient apartment, rooming house, bed and breakfast inn, or vacation rental as defined in section 509.013 and 509.242, Florida Statutes.

**Please select rental type:

- Apartment complex including trailer park space # of Units/Spaces _____
 Hotel, Motel, Rooming Houses, Bed and Breakfast Inn # of Units/Rooms _____
 Rental SF House, Duplex or Triplex # of Units _____
 Vacation Rentals # of Units _____

THE PROPERTY DESCRIBED ABOVE IS:

1. Free and clear of any stop work orders from the City's Building Division.
2. Free and clear of any City building permits that have been inactive for more than 180 days.
3. Free and clear of any City water liens or City property liens.
4. Free and clear of any property maintenance or code compliance violations.

I, the undersigned, swear that this affidavit including any attachments hereto is true and correct. I understand that a Certificate of Use is required per City Code of Ordinances Section 10-243, and that the issuance or renewal of a Certificate of Use and/or a Business Tax Receipt does not waive State of Florida's licensing, registration, and/or certification requirements, nor does it waive any other requirements of the City, County, State or Federal authority that must be met prior to engaging in or entering into that activity for which this affidavit is being made. Any misstatement of fact, whether intentional or not, shall result in the immediate denial or suspension of a Certificate of Use. If you are a non-profit organization, it is mandatory to provide a copy of the 501(c)(3) form to indicate you are tax exempt.

Owner or Authorized Agent's Printed Name: _____

Owner or Authorized Agent's Signature: _____ Date: _____

State of Florida, County of Palm Beach

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20__, by

(Name of Person Acknowledging)

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____