



CITY OF MIRAMAR

An Equal Opportunity Employer

Mayor

Wayne M. Messam

Vice Mayor

Yvette Colbourne

City Commission

Winston F. Barnes

Maxwell B. Chambers

Alexandra P. Davis

City Manager

Dr. Roy Virgin

**"We're at the
Center of Everything"**

City of Miramar
C/O Business Tax Office
2300 Civic Center Place
Miramar, FL 33025
www.miramarfl.gov

Phone (954) 602-3061

Phone (954) 602-3040

Fax (954) 602-3470

Fax (954) 602-4498

Email: businesstax@miramarfl.gov

Re: Business Tax Receipt Application for
Apartments

Dear Sir or Madam:

Any person, who owns or manages an apartment complex within the City, is required by City ordinance to acquire a City Business Tax Receipt. **Please complete the enclosed application and return with all the requirements listed.** If your location has a leasing office onsite; you must first complete the Certificate of Use process in the City of Miramar's Community and Economic Development Department; Building Division.

Business Tax Requirements:

1. Photocopy of the applicant's Florida Driver License.
2. Photocopy of the State of Florida Articles of Incorporation or Photocopy of the State of Florida Fictitious Name Registration.
3. Photocopy of the Settlement Statement or Warranty Deed for Miramar Property. (Documents must be signed by all parties and/or certified by Broward County)
4. Photocopy of the General Liability Insurance Certificate for 5 or more units (Must be on the Acord form and must list the Miramar apartments address) or Photocopy of the Homeowner's Insurance Policy for 4 units only and must list the apartments address .
5. Photocopy of the State of Florida license from the Division of Hotels and Restaurants. (For five units or more only)
6. Photocopy of the Employer Identification Number on the form from the IRS.
7. Photocopy of the Waste Pro Contract Agreement. (For five units or more)
8. A non-refundable application fee of \$25.00. The license fee is due once your application is approved. (** License fees may change based on your final fire inspection **)

Please return in person or mail with all requirements to:

**City of Miramar
Business Tax Office**