



Department of Port Everglades

**Business Administration Division**

1850 Eller Drive • Fort Lauderdale, Florida 33316 • 954-523-3404 • FAX 954-525-1910

Date: \_\_\_\_\_

Re: Motor Vehicle Rental Service

Dear Sir or Madam:

You must obtain a Port Everglades Business Permit in order for your company to conduct business at Port Everglades.

In order to obtain a business permit, you must submit the attached application and other documentation as required. The application will be reviewed by Port staff and if found to be satisfactory, approval signatures will be obtained and a permit will be issued. You will not be allowed to operate at Port Everglades until you have an approved business permit. This process may take up to 30 days to complete, so plan accordingly.

Please be aware that:

- Payment of a non-refundable application fee and security deposit must be submitted with the application.
- Business permits are issued on a calendar year basis and expire December 31.
- Fees are not prorated.
- There are no parking privileges included with a business permit.

It is the permit holder's responsibility to keep the Port informed of any changes to the information submitted on the application. Should you have any questions or require assistance, please call (954) 468-0114.

Sincerely,

Pia Thompson  
Director of Business Administration

Attachments



BUSINESS PERMIT APPLICATION
MOTOR VEHICLE RENTAL SERVICE

1. Company Name \_\_\_\_\_

Corporate Address \_\_\_\_\_

Number and Street

\_\_\_\_\_ Phone#: ( ) \_\_\_\_\_

City/State/ZIP

Fax #: ( ) \_\_\_\_\_

Type of Ownership: ( ) Sole Proprietorship ( ) Partnership

Number of years in business \_\_\_\_\_

( ) Corporation ( ) Joint Venture

E-mail address if any \_\_\_\_\_

2. Local Contact \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_

3. Has the business filed for bankruptcy within the past five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Has the business entity been a party to any litigation within the last past five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Does the entity have knowledge of any pending litigation, violations or legal claims outstanding against the business? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Has the business entity or any of its officers, directors, executives or shareholders active in management been convicted of any state or federal anti-trust law? Yes \_\_\_\_\_ No \_\_\_\_\_

If you responded "Yes" to Questions 3, 4, 5, or 6, please explain fully on a separate sheet of paper.

This application cannot be processed or presented to the Port Director or his/her designee for approval unless accompanied by the documents listed on the attached sheet. The application and documents are to be submitted to the Port Everglades Business Administration Division.

By signing and submitting this application, the applicant agrees to comply with all federal, state, local, Port Everglades and Broward County rules and regulations now in effect or hereafter established. In addition, the applicant authorizes Broward County to make any inquiry or investigation it deems appropriate to verify or augment the information contained in the application and attachments, and authorizes others to release to the county any and all information sought in such inquiry. Applicant further understands that under the laws of the State of Florida, the information provided herein is subject to the Public Records Law and will not be confidential.

By: \_\_\_\_\_ Signature

\_\_\_\_\_ Company Name

\_\_\_\_\_ (Signature Name Typed or Printed)

\_\_\_\_\_ Title

\_\_\_\_\_ Date



**REQUIREMENTS FOR BUSINESS PERMIT  
MOTOR VEHICLE RENTAL SERVICE**

1. Completed business permit application form.
2. Completed and signed Port Everglades Business Permit for presentation to the Port Director or his/her designee.
3. All business entities must be registered with the State of Florida.
4. Copy of current Broward County business tax receipt issued by the Broward County Revenue Division.
5. Up-to-date insurance certificate(s) evidencing:
  - a. Commercial general liability with single limit bodily injury and property damage coverage at \$500,000 per occurrence and \$500,000 per aggregate. Certificate must name Broward County Board of County Commissioners as an "Additional Insured on General Liability Only," and
  - b. Automobile insurance with combined bodily injury and property damage coverage in an amount not less than: \$300,000 per occurrence. Broward County Board of County Commissioners should NOT be an "Additional Insured" on automobile insurance.
  - c. Workers' Compensation and Employer's Liability – Per Florida State Statute, \$100,000 minimum, each accident.

NOTE: These certificates must be addressed to: BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS, Port Everglades Department, Attention: Business Permit Manager, 1850 Eller Drive, Fort Lauderdale, FL 33316. Cancellation notification should be 30 days.

6. A current list of all vehicles owned or leased by the business that will be used at Port Everglades, including the VIN numbers and license plate numbers.
7. Applicant's most recent financial statement, balance sheet or other financial information that demonstrates creditworthiness, financial responsibility and resources.
8. Resume(s) of the applicant's president, vice president, chief financial officer, and local business representative, or a document that reveals the prior work history of the applicant or persons providing services in Port Everglades for the applicant.
9. A copy of the applicant's safety and training programs, including substance abuse policies, if any.

**FEES:**

10. A nonrefundable processing fee of \$200 and a security deposit of \$250 must be remitted with your application<sup>1</sup>. Check should be made payable to: BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed to Port Everglades Business Administration Division, 1850 Eller Drive, Fort Lauderdale, FL 33316.
11. Required Port Everglades vehicle tag fee of \$15 per vehicle. Tags are issued in the form of decals which must be permanently affixed to the inside front windshield of each vehicle. The decals are issued upon approval of the permit.
12. Motor vehicle rental companies must submit monthly reports and fees (see attached report form), and an annual report before March 31 each year. See Port Everglades Tariff item number 800 ([www.broward.org/port](http://www.broward.org/port)) for further details on submitting an annual report. Failure to provide monthly and annual reports will result in suspension or revocation of a business permit.

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<sup>1</sup> Fees and the security deposit cannot be prorated. Fees are set through the Port Everglades Tariff and are subject to change at any time.





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MOTOR VEHICLE RENTAL SERVICE REPORT

For the month of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_
(name of company)

Total number of Port Everglades contracts: \_\_\_\_\_

X \$3.95 per contract

Total amount submitted herewith: \$ \_\_\_\_\_

"I hereby certify that the above figure represents a true and accurate statement of all Port Everglades generated motor vehicle rentals for the above month."

By: \_\_\_\_\_
Signature of Officer of Company Title

\_\_\_\_\_
Print Name of Officer Date

Report and check are due on or before the 15th of the month following service

Please make check payable to: BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS

Please mail check and report to:

Broward County Port Everglades Department
1850 Eller Drive
Fort Lauderdale, Florida 33316
Attention: Finance Division

