



# Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 •

(561) 793-2418 Phone • (561) 793-2420 • [loxahatcheegrovesfl.gov](http://loxahatcheegrovesfl.gov)

## 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 Local Business Tax Receipt Application must provide a Letter of Authorization to the Town of Loxahatchee Groves. LOA Forms and Rental Applications are available on our website, [www.loxahatcheegrovesfl.gov](http://www.loxahatcheegrovesfl.gov).

1. LOA must identify the property by specifying:
  - a. The Owner of Record
  - b. The Legal Address of Rental Property for which the license is applied
  - c. The Rental Local Business Tax Receipt 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 the following:
  - 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 be submitted to:

Town of Loxahatchee Groves  
ATTN: Business Tax Receipts  
155 F Road  
Loxahatchee Groves, FL 33470



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## RENTAL LOCAL BUSINESS TAX RECEIPT

### LETTER OF AUTHORIZATION

An original of this form must be submitted to the Town of Loxahatchee Groves Business Tax Receipt Department, in addition to the Rental Local Business Tax Receipt 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) and (One letter per property required)**

RENTAL PROPERTY ADDRESS \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

Please print or type all information except signature lines

OWNER OF RECORD \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE/MOBILE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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 \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone/Mobile Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print or Type Name of Signer \_\_\_\_\_

State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is/are personally know to me or produced \_\_\_\_\_ as identification.

Signature of Notary Public – State of Florida

Print, Type or Stamp commissioned name of Notary Public