

LICENSE SECTION

SHORT-TERM RENTAL INFORMATION SHEET



DEPARTMENT OF BUILDING AND ZONING SERVICES

REQUIREMENTS

- Short-Term Rental Application (Attached)
Proof of Identity:
Ex: State Issued Driver's License/I.D., Passport, Military I.D., Government Issued I.D.
If claiming primary residency we require proof: Two documents proving primary residence
Ex: Motor Vehicle Registration, Federal Tax Documents (w2, 1099), or Utility Bill(excluding Internet or cable)
If you are not the property owner you must be the permanent occupant.
If the applicant is not the property owner a copy of the lease/rental contract that explicitly allows usage as a Short Term Rental must be provided as well as the required Proof of Residency.
Letter of Good Standing: Is required for each property from the City of Columbus Department of Income Tax through the CRISP website. See attachment pages 4-5.
BCI Background Check Requirements:
A BCI Background Check is required every year by the applicant, each host (if different than the applicant), the 24-hour emergency contact and the property manager (if one is used) can be completed at the License Section at a cost of \$32.00 or can be completed at an authorized WebCheck Agency, but the results must be mailed directly by the WebCheck Agency to the License Section 4252 Groves Rd, Columbus, Ohio 43232.
For all business organization applicants, an individual who is either statutory agent, a partner, or in case of an LLC a managing individual must submit to and provide the results of an Ohio BCI background check.
Other Applicant Requirements:
Be prepared to list the names of all hosting platforms that the applicant has successfully been registered to list a short-term rental and documentation confirming hosting platform registration(s).
Examples: Airbnb, VRBO, HomeAway, Tripping, Expedia, etc.
Provide a list of names and addresses of any other short-term rental located in the City of Columbus that the applicant has any interest in, including but not limited to ownership, licensure or management.
Number of bedrooms must match what is on the Franklin County Auditors site www.franklincountyauditor.com/home. Maximum number of guest can only be three times the number of rooms.
If a party on the application does not appear in our office an ID verification photo will be required which is a picture of the individual holding up there ID
A 24/7 local contact individual/information must be provided, including their residential address.

* All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or provide in or furtherance of this application shall result in denial of a new or renewal license, potential suspension or revocation, as well as criminal prosecution under Ohio Revised Code Chapter 29 and/or C.C.C. 501 and 598.

The time frame for reviewing, investigating, and approving a new or renewal short-term rental permit may take a little longer. If you have obtained the Letter of Good Standing, the BCI background check has been submitted, and the application is supported by all necessary information as required, it is possible you could receive your short-term rental permit in a more expedited timeline. However, more than likely, it may take a week or more to move through the entire process. Obtaining an Ohio BCI out of state takes longer.

Table with 2 columns: Fees (Application fee - \$20.00, Primary Residence Permit fee - \$75.00, Non-Primary Residence Permit fee - \$150.00, BCI Background Check fee - \$32.00) and Contact Information (City of Columbus-License Section 4252 Groves Rd, Columbus, OH 43232 Monday - Friday 8:00 a.m. to 3:30 p.m.)

Applications and supporting documents may be submitted via one of the following:

- 1. In person at the License Section (see above for location and hours)
*2. Emailed to str@columbus.gov
*3. Mailed to the License Section (see above for location)
*4. Placed in the License Section drop box

* Application must be notarized prior to submission

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OFFICE USE ONLY

License # _____
Issue Date: _____
Expiration Date: _____

LICENSE SECTION SHORT-TERM RENTAL APPLICATION



DEPARTMENT OF BUILDING
AND ZONING SERVICES

NEW RENEWAL UPDATE INFO

APPLICANT PROPERTY OWNER OR PERMANENT OCCUPANT INFORMATION

(PLEASE CHECK CORRECT APPLICANT TYPE)

*All parties on application require an Ohio BCI

PROPERTY OWNER

NON-OWNER/ PERMANENT OCCUPANT

PRIMARY NON-PRIMARY

PRIMARY

Applicant's Full Name:
Mailing Address:
City: State: Zip:
Phone: Email:

OFFICE USE ONLY

Business Name (As listed on Franklin County Auditor):

Business Mailing Address (where incorporated):

Entity/Corporation #: Applicant's Relationship to Business:

SHORT-TERM PROPERTY LOCATION INFORMATION

Street Address: Ste/Apt: Parcel No:
City: State: Zip:
Number of Guestrooms Available (5 or less): Maximum Occupancy Number:

List All Affiliated Online Hosting Platforms:

HOST (* REQUIRED SECTION)

Online host(s) Full Name 1. _____ 2. _____

SHORT-TERM RENTAL PROPERTY MANAGEMENT if applicable

Short-Term Property Management Co:
Short-Term Property Management Rep/Agent:
Mailing Address:
City: State: Zip:
Phone: Email:

BCI Date OFFICE USE ONLY

24-HOUR POINT OF LOCAL CONTACT (*INFORMATION IS REQUIRED)

Full Name:
Residential Address:
City: State: Zip:
Phone: Email:

OFFICE USE ONLY

APPLICANT BACKGROUND INFORMATION

Have you ever been convicted of a felony? Yes No

If yes, list all felony convictions that occurred in the United States within the past seven (7) years:

Are you on felony probation or parole? Yes No If yes, date began:

Have you ever been convicted of a sexual offense crime? Yes No If yes, date convicted:

Have you had a City of Columbus license and/or permit revoked, refused, or suspended within the past three (3) years? Yes No

Applicant must submit a signed and notarized application in order to receive a short-term rental permit and register any dwelling prior to listing it on a host platform. The License Section has staff to assist with notarization when submitted in person.

I have read, understood, and meet all provisions set forth by the Columbus City Code, including all Fire, Health, Safety, Housing and Zoning requirements (C.C.C. 501 & 598; C.C.C. Title 45) as well as all Ohio Building Code (O.A.C. Chapter 4101) and all relevant Federal laws.

Yes No

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or provide in or furtherance of this application shall result in denial of a new or renewal license, potential suspension or revocation, as well as criminal prosecution under Ohio Revised Code Chapter 29 and/or C.C.C. 501 and 598.

I hereby acknowledge the above statement regarding public records disclosure, by checking this box.

Applicants who believe they meet the definition of a "designated public service worker" as defined in ORC 149.43(A)(7)-(9) and/or would qualify to have their information redacted pursuant to ORC 149.43(A)(8) shall notify the License Office at the time of application and shall provide sufficient supporting evidence/documentation to the License Office with their application.

State of _____, County of _____;

_____, being duly sworn, deposes and says he or she is the individual (Print Applicant's Name)

making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed; and that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.

(Applicant's Signature)

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary or Agent of Director of Building and Zoning Services

Excise Lodging Tax FAQ

For use by Short-Term Rental Vendors

The Columbus Division of Income Tax administers the 5.1% lodging excise tax collected on short-term rental lodging. Online filing is now available through CRISP at crisp.columbus.gov. Resources and further information can be found on the Division's website at www.columbus.gov/IncomeTaxDivision/.

General Questions

What is this tax?

Effective March 1, 2019, the City of Columbus levies a 5.1% lodging excise tax on lodging provided to short-term rental guests.

What is the legal authority for this tax?

C.C.C. chapter 371 is the legal authority for this tax.

Who pays the tax?

The short-term rental guest is financially responsible for the full and exact amount of the tax on each taxable lodging transaction. However, it is the responsibility of the short-term rental host or the host platform to collect and remit the tax.

What does the tax pay for?

0.5% of the revenues collected are retained by the City of Columbus in order to support the City's collection of the tax. After removing the 0.5% administrative fee, the 5.1% tax pays for:

- 2.39% - Columbus Convention and Visitor's Bureau
- 1.68% - Cultural Services and Community Enrichment
- 0.60% - Emergency Human Services Fund of the City
- 0.43% - Affordable Housing Trust

I use a platform that collects the tax. Do I need to file a return?

If your platform collects and remits the tax to the Columbus Income Tax Division, you do not need to file a return. If your platform does not collect and remit the tax to the Columbus Income Tax Division, you are responsible for filing a return.

How do I obtain a Letter of Good Standing?

Letters of Good Standing can be requested by accessing CRISP, our online tax system. crisp.columbus.gov.

What if I have additional questions?

Please contact our office at 614-645-7370.

Account Setup Questions

How do I set up my account?

Income Tax accounts and Excise Tax accounts can be created by using CRISP (crisp.columbus.gov).

Do I need to create a new Income tax account if I have an existing account with the city?

You will need to have an account on CRISP (crisp.columbus.gov). Your income tax account will need to be reviewed and in good standing in order to receive a Letter of Good Standing from the Income Tax Division for the purposes of getting a short-term rental license.

Why do I need to create a tax account in addition to an excise tax account?

Although hosts collect and remit the 5.1% lodging excise tax, the income the host earns from their short-term rental is also subject to the 2.5% City income tax.

Filing Questions

When do I file?

The tax is due on the 20th of each month for the month preceding. For example, a short-term rental host would file taxes collected in the month of March by the 20th of April.

Can I file and pay online?

Online filing is now available for lodging excise tax vendors through CRISP at crisp.columbus.gov.

Should the tax be charged on the total transaction (including service, cleaning, extra guest fees, etc.) or just the lodging price?

The tax should be charged on the total transaction paid by the guest.

R-1 has an Account ID field. What goes in this field?

The host will receive an Account ID once they have created their account.

What are exempt receipts?

The following lodging transactions are exempt from the tax:

1. Lodging for permanent guests (guests who stay longer than 30 days)
2. Lodging for government entities only if the charges are billed to and paid directly by the government entity.
3. Lodging arranged by a charitable organization for transient indigent individuals.

Please see the "Exemption Guidelines" portion of our website for more information.

What if I didn't have any guests this month?

Short-term rental hosts must file monthly, even if no lodging was provided.

What are the penalties for filing late?

Returns submitted after the due date are subject to a 10% penalty as well as 1% daily interest compounded on the total penalty.

Do I need to keep records?

Yes. Each vendor must keep records of lodging provided and tax collected for a period of four years in accordance with C.C.C. 371.05.

