THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING AND ZONING SERVICES

Short Term Rental Information Sheet

Phone: 614-645-8366
Email: str@columbus.gov

Requirements:

- Short Term Rental Application
- Proof of Identity (e.g. State-issued driver license/ID card, Military ID, Passport)
- Two (2) forms of Proof of Primary Residence (e.g. BMV vehicle registration, federal tax document, core utility bill excluding cable/internet)
  *Only required if applying as primary residence
- Lease/rental contract explicitly allowing usage as a Short Term Rental
  *Only required if applying as primary residence for non-owner
- List of Other Affiliated Short Term Rental Properties form
  *Only required if applicable
- Letter of Good Standing from City of Columbus Income Tax Division (available via crisp.columbus.gov)
- BCI Background Check
  *If conducted at another authorized WebCheck agency, results must be mailed directly to the License Section
    - Required for applicant and all listed parties (e.g. host, co-host, 24-hr contact, property manager) if different than applicant
    - For all business organization applicants, a BCI background check is required for an individual who is either a statutory agent, partner, or managing individual

Other Information:

- Applicant is required to list names of all hosting platforms and provide registration confirmation
- A 24-hour local contact (along with contact and residential information) must be listed on the application
- A 5.1% lodging excise tax is levied on all STR stays, to be collected and remitted by STR host or platform
- The number of bedrooms listed may not exceed what is listed on the Franklin County Auditor's website
    - The maximum occupancy listed may not exceed three (3) times the number of bedrooms
- Any listed party not appearing in person at the License Section is required to submit a photo of the individual holding their clearly-visible ID

Fees:

Application	$20.00	Primary Residence license	$75.00
BCI Background Check	$32.00	Non-Primary Residence license	$150.00

Office Location and Hours:

4252 Groves Rd
Columbus, OH 43232

Monday – Friday
8:00 AM – 3:30 PM

Rev 8/31/26

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Office Use Only

License #: ________________

Issue Date: ________________

Exp Date: __________________

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Short Term Rental Application

Address: 4252 Groves Road, Columbus, Ohio 43232
Phone: 614-645-8366
Email: str@columbus.gov

☐ New ☐ Renewal ☐ Information Update

☐ Property Owner	☐ Non-Owner/Permanent Occupant
☐ Primary ☐ Non-Primary	☐ Primary

Applicant Information:

Name: ________________________________ Relation to Business: ________________________

Mailing Address: __________________________ City: ____________ State: _____ Zip Code: ________

Phone #: ____________________________ Email: ____________________________________

Have you **ever** been convicted of a felony? ☐ Yes ☐ No

List any felony convictions in Ohio within the past seven (7) years (if none, write "none"): ________________

____

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

Have you **ever** been required to register as a sex offender? ☐ Yes ☐ No If yes, date registered: __________

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

Short Term Rental Property Information:

Address: _________________________ Ste/Apt: ____ City: ____________ State: ___ Zip Code: ________

Parcel #: ________________________________ # of Guestrooms: _______ Maximum Occupancy: _______

Business/Trust Name: ____
(only required if listed as property owner on Franklin County Auditor's website)

Entity/Corporation # (as listed via Ohio Secretary of State): __________________________________

Business Phone #: _______________________ Business Email: ____________________________

List all affiliated online hosting platforms: ____

Host Information:

1. Host First Name: ________________ Host Last Name: ______________ Date of Birth: __________

2. Host First Name: ________________ Host Last Name: ______________ Date of Birth: __________

Short Term Rental Property Management Information (if applicable):

STR Property Management Company Name: ______________________________

STR Property Management Representative/Agent Name: ______________________________

Mailing Address: ______________________ City: ____________ State: ____ Zip Code: _________

Phone #: ______________________ Email: ______________________

24-Hour Local Contact Information:

First Name: ______________ Last Name: ______________ Date of Birth: __________

Home Address: ______________________ City: ____________ State: ____ Zip Code: _________

Phone #: ______________________ Email: ______________________

Are you affiliated with, whether as a license holder, owner, or listed host/contact any other Short Term Rental properties in the City of Columbus? ☐ Yes* ☐ No ***If yes, please submit List of Properties.**

Do you agree to conform to and abide by all statutes contained within Chapter 598 (governing Short Term Rentals)?
☐ Yes ☐ No

Certain information in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial or future revocation of this permit, as well as criminal prosecution under Columbus City Code 2321.13 (A)(3) and (A)(5).

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

If you or a member of your immediate family is a designated public service worker employed in a position as listed under ORC 149.43 (A)(7), please provide a form of proof, along with the name and primary residence of said person: ______________________________

State of ______________________, County of ______________________:

______________________________, bring duly sworn, deposes and says he or she is the
Print Applicant Name

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

____
Applicant Signature

Sworn to before me and subscribed in my presence, this ________ day of ____________________, __________

____
Notary or Agent of Director of Building and Zoning Services

Excise Lodging Tax FAQ

For use by Short-Term Rental Vendors

THE CITY OF COLUMBUS
OFFICE OF THE CITY AUDITOR
INCOME TAX DIVISION

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.

Office Use Only

License #: ___________________

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List of Other Affiliated Short Term Rental Properties

Please list all Short Term Rental properties that you are affiliated with, including as a license holder, owner, host, or 24-hour local contact.

Applicant Name: ____

License #:	**Short Term Rental Address:**	**Property Owner Name:**	**Exp Date:**