

## SHORT TERM RENTAL FAQ'S

### **1. What is a short-term rental?**

A “short-term rental” means any dwelling in which four (4) or less rooms, located in one (1) or several structures, are rented wholly or partly for a fee for less than thirty (30) consecutive days by persons other than the permanent occupant or owner from which the permanent occupant or owner receive monetary compensation. For a more complete overview, read Columbus City Code Chapter 598.

### **2. What is a dwelling?**

“Dwelling” means any building or structure which is occupied or intended for occupancy in whole or in part as a home, residence or sleeping place for one (1) or more persons.

### **3. What is a host platform?**

“Host platform” means a person or entity in whatever form or format that facilitates, through advertising or any other means, a short-term rental booking transaction for accommodations between a short-term rental host and short-term rental guest, including, but not limited to, reservations and/or collection of payment for such accommodations on behalf of the short-term rental host.

### **4. What is a short term rental host?**

“Short-term rental host” means the owner(s) or permanent occupant(s) of a short-term rental who lists the short-term rental on a host platform.

A “permanent occupant” resides in a dwelling more than 51% of the time during a calendar year, which is referred to as the primary residence.

An owner means a corporation, firm, partnership, association, organization and any other group acting as a unit, or a person who has legal title to any structure or premises with or without accompanying actual possession, and shall include the duly authorized agent or attorney, a purchaser, devisee, fiduciary and any person having a vested or contingent interest in the premises in question.

### **5. Do I have to register with the City of Columbus before I can list a short term rental?**

Yes, you must submit a letter of good standing from the City of Columbus Division of Tax and a signed and notarized application with the City of Columbus, Department of Public Safety, License Section in order to register any dwelling prior to listing it on a host platform. Please refer to Columbus City Code §598.03(2) for a complete list of requirements.

Please be advised the License Section and the Division of Tax are not located at the same address.

License Section  
4252 Groves Rd  
Columbus, OH 43232

Tax Division  
77 North Front St.  
Columbus, OH 43215

**6. What happens after an application is approved?**

If the application is approved, a permit will be issued and shall take effect on the day of issuance. Upon approval, a permit account number shall be assigned to each applied-for dwelling. Each permit account number must be prominently posted with the accompanying dwelling on a hosting platform. The permit number shall remain listed until expiration or removal.

**7. When can I apply for a short term rental permit?**

An application for a new permit may be submitted at any time to the City of Columbus, Department of Public Safety, License Division

**8. How much does a permit cost?**

The permit cost for a person’s primary residence is \$75 per calendar year. The permit cost for any additional dwelling is \$150 each per calendar year.

**9. Does the short term rental permit expire?**

Yes. A permit shall expire on December 31st of the year in which it was issued.

**10. When do I have to renew my short term rental permit?**

A short term rental permit shall be renewed before the end of each calendar year before the first Monday of November of the year in which the permit is set to expire.

**11. How many days can I rent my short term rental?**

There are not any maximum amount of days to which you are limited or capped. You are able to rent your short term rental for any amount of time during the calendar year.

**12. Do I need to obtain any type of insurance?**

All short-term rental hosts must obtain liability insurance for the short-term rental. Each short-term rental shall at all times maintain a general liability insurance policy or certificate that shall provide the minimum coverage of not less than three hundred thousand dollars (\$300,000).

**13. Do I need to keep any records?**

Yes, short term rental hosts shall maintain transactional records and upon request, shall provide them to demonstrate compliance Columbus City Code 598, including, but not limited to, primary residency, the name of the short-term rental guest, dates and duration of stays, and the rate charged for each short-term rental on each night. Short-term rental hosts that do not use hosting platforms and provide units for short-term rental use shall retain records for a period of at least four (4) years.

**14. Will I need to remit taxes on my short-term rental?**

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

**15. Can I transfer my short term permit?**

No, any short-term rental permit is non-transferrable.

**16. What are the penalties for violating Columbus City Code 598?**

Whoever operates a short-term rental without a permit shall be guilty of an unclassified minor misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00). Upon subsequent conviction, the penalty shall be a misdemeanor of the third degree and a fine of not more than five hundred dollars (\$500.00) or imprisonment for not more than sixty (60) days or both.

Whoever fails to display a short-term rental permit shall be guilty of a minor misdemeanor.