# Accommodation Excise Tax Certificate Application

## (Short-Term Rentals)

**Houston County Board of Commissioners**
200 Carl Vinson Parkway
Warner Robins, GA 31088
Phone: 478.542.2115

DATE RECEIVED:

**PERMIT/LICENSE #**

FOR SHORT-TERM RENTALS 30-DAYS OR LESS

**Property Owner of Record** is: ☐Individual ☐ Joint/Partnership ☐Limited Liability Company (LLC) ☐Corporation (INC)

**Property Information**

Name (Individual / Joint / Partnership)

Company Name or Corporate Name

Mailing Address

City, State, Zip Code

Phone Number E-Mail

Property Address Unit #

Subdivision Name

City, State, Zip Code

HOA/POA Covenant Community?: · Yes* · No*

* The allowance of short-term rentals pursuant to the Short-Term Rental Ordinance shall not prevent enforcement of additional restrictions that may be contained in restrictive covenants or other private contractual agreements or arrangements.

---

24-Hour Local Contact (Name): ______________________________ Mobile Phone:____________________

E-Mail: ________________________ Address (Street / City): Miles from Rental Unit:

---

Dwelling is:☐ Single-family Unit ☐ Duplex ☐ Multi-family Unit And contains _________ Bedrooms as defined below, with each bedroom Measuring: Bedroom (1): _______SF Bedroom (2): _______SF Bedroom (3): _______ SF Bedroom (4): _______SF ☐Check if more than 4 What is the Maximum Number of Overnight Occupants? _____ What is the Maximum Number of Onsite Paved Parking Spaces for Overnight Occupants? _____ The number of overnight occupants shall not exceed two (2) persons per bedroom plus two (2) additional persons per unit.

---

Definitions:

**Dwelling Unit or Unit –** Dwelling Unit or Unit means one or more rooms, designed, occupied or intended for occupancy as separate, complete living quarters with permanent cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of one or more persons.

**Code Compliance Verification Form** – a document executed by a short-term rental owner certifying that the short-term rental unit meets all applicable building, health, fire, and related safety codes.

**Local Contact Person** – an owner or local property manager authorized by the owner of the short-term rental who is at least 18 years of age and who, using reasonably prudent business practices, is responsible for ensuring that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject Short-Term Rental and for responding to questions or concerns from occupants, guests, and the County regarding the operation of the Short-Term Rental

**Maximum Occupancy Rate –** means no more than two persons per bedroom, plus two additional persons. A bedroom is a room or space within the Short-Term Rental furnished with one or more beds and that is customarily used and intended primarily for sleeping. Children under 12 years of age shall not be included in determining the maximum occupancy of a Short-Term Rental, but in no event shall occupancy exceed 15 persons total, including children, unless a variance from such total is requested and received from the County allowing a proportional increase for Dwelling Units with six or more bedrooms.

**Short-Term Rental** – Short-Term Rental means an accommodation for transient occupants or guests where, in exchange for compensation of any type or amount, a residential Dwelling Unit, or a portion thereof, is provided for lodging for a period of time not to exceed 30 consecutive days.

**Owner or Owners** – a person that holds legal title to private property.

# LICENSE CONDITIONS & REQUIREMENTS

I/WE, THE UNDERSIGNED OWNER(S) OF REAL PROPERTY LOCATED IN HOUSTON COUNTY, GEORGIA, DO HEREBY STATE OUR INTENT TO RENT THE PREMISES TO INDIVIDUALS OR GROUPS FOR THE PURPOSE OF SHORT- TERM RENTAL NOT TO EXCEED THIRTY (30) CALENDAR NIGHTS AND UNDERSTAND THAT THE SHORT-TERM RENTAL LICENSE IS SUBJECT TO THE FOLLOWING CONDITIONS:

## STANDARD CONDITIONS

1. Applicant hereby acknowledges that a copy of the Short-Term Rental Ordinance, Houston County Code of Ordinance Chapter 19, Article III has been provided to me and that I have read the ordinance in its entirety and agree to the terms set forth in the Ordinance.
2. No person shall allow occupancy or possession of the short-term rental unit if the premises or owner thereof is in violation of any applicable zoning, building, health or life safety code provisions.
3. It shall be unlawful for any owner of any property within Houston County, Georgia, to rent or operate a short-term rental or residential property contrary to the procedures and regulations established by the Ordinance, other provisions of the Code of Ordinances of Houston County, Georgia, or any applicable state law. All property must be current on all property taxed and county/city utility bills
4. Applicant hereby acknowledged his/her duty to collect a state sales/use tax and remit same in accordance with the rules and regulations of the Georgia Department of Revenue.
5. The owner shall, by written agreement with the occupants, limit the number of vehicles of overnight occupants to the number designated in the Accommodation Tax Certificate; with the number of vehicles of overnight occupants not to exceed the number of designated on-site parking spaces of the short-term rental property.
6. The owner shall, by written agreement with the occupants, limit daytime visitors at any time on the short-term rental property to no more than six (6) persons in addition to the maximum overnight occupancy designated in the business license application.
7. The owner shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not violate Noise Regulations by notifying the occupants of the rules regarding short-term rentals and responding when notified that occupants are violating laws regarding their occupancy.
8. The owner of the short-term rental unit shall post a copy of the Accommodation Excise Tax Certificate and a copy of the conditions set forth in the Ordinance in a conspicuous place within the short-term rental unit.
9. No certificate issued under this section shall be transferred or assigned or used by any person other than the owner to whom it is issued, or at any location other than the one for which it is issued.
10. All certificates issued under this section shall be valid for no more than one year, beginning on the date of issuance and expiring on December 31st of that year.

## SIGN AND NOTIFICATION REQUIREMENTS

**1.** All short-term rental shall have a clearly visible and legible notice conspicuously posted within the unit on or adjacent to the front door, containing the following information:

   a. The name of the local contact person or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis;
   b. The maximum number of overnight occupants permitted to stay in the unit;
   c. The maximum number of vehicles allowed to be parked on the property including a sketch of the location of the on-site parking spaces;
   d. The maximum number of daytime visitors allowed in addition to the overnight occupants;
   e. The trash pickup day and notification that trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container, and that the curbside container shall not be placed sooner than 24 hours prior to the pickup day, and must be removed no later than 24 hours after pickup (if owner provides daily trash removal then this notice is not necessary);
   f. Notification that an occupant may be cited and fined for creating a disturbance or for violating this section or other provisions of the Code of Ordinances.
   g. Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this section.
   h. A statement advising the occupant that any failure to conform to the Noise Regulations is a violation of the Ordinance.

## PARKING REQUIREMENTS

1. Each Short-Term Rental shall designate the maximum number of cars allowed on-site and, where applicable, instructions for off-site parking for cars exceeding the maximum allowed on-site. Parking spaces within the grounds of the Short-Term Rental must be clearly identified for guests use.

## LOCAL CONTACT PERSON

1. The Accommodation Excise Tax Certificate holder shall keep on file with the County at all times the name, cell phone number, and email address of a valid Local Point of Contact who shall use reasonably prudent business practices to ensure that all occupants and/or guests of the Short-Term Rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, as well as for responding to questions or concerns from occupants, guests, and the County regarding the operation of the Short-Term Rental. The Local Point of Contact may, but does not necessarily need to be, the property owner or representative of a Managing Agency or Agent.

2. All material changes in the information or supporting documents or materials provided to the County in any application (or renewal application), including any change in the Local Point of Contact and/or such person's contact information shall be updated and reported in writing to the Finance Department within three business days of such change.

## HOTEL/MOTEL TAX

1. Short-term Rentals, and the operation thereof, are subject to Accommodation Excise Taxes and are liable for payment thereof as established by state law and the Houston County Code of Ordinances.
2. The Accommodation Excise Tax Certificate holder shall file a monthly return (Form LT-R) to the Finance Department and remit all applicable Accommodation Excise Taxes owed in connection with the operation of Short-Term Rental(s) as set forth in Houston County Ordinance Sections 58-94 through 59-108.
3. The Accommodation Excise Tax Certificate holder shall maintain records of all Short-Term Rental booking dates, rental income, and taxes collected and remitted to Houston County for three years and shall provide such records to the County Finance Department upon request.

## OTHER REQUIREMENTS

All short-term rentals shall comply with each of the following:

a. Short-Term Rentals shall meet all applicable building, health, fire, and related safety codes at all times. Each Short-Term Rental shall also have:
    i. Working smoke and carbon monoxide detectors in every bedroom and on all habitable floors.
    ii. A properly maintained and charged fire extinguisher in each Short-Term Rental Dwelling Unit.
    iii. A solid waste collection (trash) service that removes waste at least once a week. All solid waste (trash) must be contained in secured containers when outside of the residence. Trash and refuse shall not be left or stored on the exterior of the property unless it is placed in a curbside container. The curbside container shall not be placed on the curb awaiting trash service pick up any sooner than 24 hours prior to the pickup day and must be removed no later than 24 hours after trash service pickup.
b. No exterior signage shall be permitted except in accordance with the regulations for the district in which the Short-Term Rental is located.
c. Short-Term Rentals shall not be operated outdoors or in a non-habitable structure.
d. Parking shall be provided in accordance with any existing or future parking ordinances of the County or district in which the Short-Term Rental is located.
e. Only one party of guests shall be permitted per Dwelling Unit.

## FEES

$150.00 for Applications filed prior to July 1
$75.00 for Applications filed on or after July 1 (per Sec. 19-27(a)(1))
$100.00 for Renewal applications

**Applicant Signature:** _____ **Date Signed:** _____