

## **Short-Term Rentals**

Thank you for your interest in operating a short-term rental in the City of Bellbrook. Property owners must obtain a license from the city prior to operating a short-term rental unit. Short-term rentals are defined as all or any portion of a residential dwelling unit for dwelling, lodging or sleeping purposes intended for travel and tourism occupied by a renter for a **minimum of seven (7) days.**

### **Obtaining a Short-Term Rental License**

Short-term rental owners must obtain a license by filling out an online application through the Community Development department's Online Permit Center or be considered a violation of Ordinance XXXX and Chapter XXXX of the City of Bellbrook Municipal Code. Licenses under this ordinance will be valid for a period of one (1) year and must be renewed to ensure continued compliance with the city's regulations.

**Application/permit fee is \$100, and permits will expire on December 31 and must be renewed no later than the first Monday in November. Initial fees will be pro-rated if filed mid-year.**

To obtain a license, short-term rental owners need to provide specific information to the city, including the rental's location, where the rental unit will be advertised, the number of bedrooms and occupants permitted, parking availability and emergency contact information. These details are mandatory and vital for effective management and communication, particularly in cases of emergencies.

### **Short-Term Rental Tax**

**Short-term rentals are subject to the city's 3% hotel/motel/short term rental tax.** Registering your short-term rental with the city's Community Development Department also acts as registration with the city's Finance Department in compliance with Chapter XXXX (hotel/motel/short-term rental tax) of the City of Bellbrook Municipal Code. Filing and remittance of the tax must be completed before the end of the subsequent month using the city's Hotel/Motel/Short-Term Rental Tax Remittance Form. Forms must

be completed and submitted to the city's Finance Department, even if there have not been any qualifying rentals.

### **Responsibility of Short-Term Rental Owners**

The city strongly encourages short-term rental owners who live within a homeowner's association or on a property with covenants, conditions for restrictions to check its rules and regulations prior to applying for a license to ensure short-term rentals are permitted.

Short-term rental owners will also assume responsibility for ensuring that the rental unit is occupied only by renters per unit and that the renters are at least 25 years of age. Furthermore, owners are required to provide important information to renters, including house rules, noise regulations and emergency contact details. By setting these guidelines, the city seeks to promote responsible and respectful behavior among renters.

### **Violations**

The city takes violations of the regulations seriously and has implemented penalties for non-compliance. Violators may face fines, and in severe cases, their license may be suspended or revoked.

### **Questions**

For additional assistance regarding Ordinance XXXX or the registration process, contact the Community Development Department at (937) 848.4666 or [cathi@bellbrook.gov](mailto:cathi@bellbrook.gov).

For additional assistance related to the city's hotel/motel/short-term rental tax, contact the city's Finance Department at (937) 848.4666 or [Mjones@bellbrook.gov](mailto:Mjones@bellbrook.gov)

### **Additional information/Airbnb meeting:**

- Bellbrook currently has six listings that fall under two hosts.
- Averaging 60 nights a year.

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- **Average age of guests is 41 years old.**
- **Average income of hosts is \$9,000/year.**
- **For collection of Hotel/Motel tax – Airbnb uses a Pro Hosting tool that allows them to add the tax onto the listing and separate it out for the host. From there monthly or quarterly payments can be made to the municipality based on how they have it set up.**