



CITY OF HELEN
25 Alpenrosen Strasse
P.O. Box 280
Helen, GA 30545
706-878-2733

LODGING REGISTRATION APPLICATION/RENEWAL

This registration must be completed in full by any individual or legal entity furnishing nightly accommodations for value. Mail or delivered to Helen City Hall. **(Each Property/Unit must be registered individually.)** In order to complete this application, you will need the following documents on-hand to submit with this application:

- Copy of Driver's License
- Georgia Sales Tax Number
- Screenshot of advertisement from all marketplace facilitators utilized (VRBO, AirBnB, etc.)
- Proof of commercial or specific short-term rental insurance for the property
- Copy of house rules

Mark One: New Registration _____ Renewal _____ Changes _____

Date of Registration/Change: _____ Date rental activity began: _____

Property Owner's Name: _____

Type of Ownership: _____ Individual _____ Partnership _____ Corporation/LLC

Social Security # _____ Federal Tax ID# _____ Sales Tax #: _____

Maximum Occupancy of Property: _____ Short-term rental: _____ Hotel/Motel: _____

If Corporation/LLC list Managing Member/Officer: _____

911 Physical Address of Property Rented: _____

Business Mailing Address: _____

Business Phone Number: _____ Cell Phone Number: _____

Email: _____

Name of Local Manager/Rental Company (if applicable) who is available 24 hours a day to respond within 2 hours to any complaint about the property or guest behavior: _____

Manager's Phone Number: _____

Emergency Contact #1 (If owner cannot be reached):

Name: _____ Phone Number: _____

Emergency Contact #2:

Name: _____ Phone Number: _____

Who is the electric company for the above location? _____

Circle if the location has natural or propane gas. Gas company (if applicable): _____

List all Online Rental Management Platforms used: _____

Certification

By signing below, I certify the following:

- I have received, read, and will comply with the City of Helen Short-Term Rental Host Ordinance.
- There are no deed restrictions and /or covenants on this property that prohibits the use of the property as a short-term rental.
- Emergency contact-I have provided the City of Helen with the local contact (responsible party) information. This person designated by me as the responsible party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two hours to complaints related the short-term rental and taking remedial action to resolve such complaints. If this information changes, the City of Helen shall be immediately informed of the contact information of the new local contact (responsible party). Failure to have a readily available local contact (responsible party) is a violation of this code.
- I certify that 8% lodging tax **will be remitted** to the City of Helen for this property by (check all that apply) Owner Management Co VRBO AirBnB Other _____

I, declare, under penalty of perjury, that this application has been examined by me; all statements made are in good faith and to the best of my knowledge and belief, are true, correct, and complete.

Signature/Title

Print

Notify the City of Helen within 30 days of any changes.