



### **What is a Short-Term Rental?**

A short-term rental is rental of a residential premise, or portion thereof, for lodging accommodations to occupants for a period of less than thirty (30) consecutive days.

Who needs to apply for a Short-Term Rental Permit?

An owner who desires to use their property as a short-term rental, must have a valid, active short-term rental permit from the city prior to using, allowing the use of, or advertising the use of the premise as a short-term rental.

### **What if I do not obtain a Short-Term Rental Permit?**

Renting or advertising your home for rent on a short-term basis without a permit is in violation of the City of Crosslake ordinances and subject to enforcement processes as provided for in Ordinance 395.23.

### **What is required to apply for a Short-Term Rental Permit?**

- Name, address and contact information of the property owner
- Name, address and contact information of operator, agent, if any, and designated local property manager
- Plot plan of premises identifying the location of parking spaces to be used
- Floor plan identifying bedrooms, other living spaces and emergency evacuation routes
- Proof of insurance (\$1 million per occurrence)
- Copy of host rules

### **Do I also need to obtain a separate business license?**

No. The Short-Term Rental Permit is all you need to begin advertising your rental.

### **Do I have to pay Lodging Tax on a short-term rental?**

Yes, payment of Hotel Occupancy Tax is required when operating a short-term rental to the Whitefish Area Lodging Association. <https://whitefish.org/owner-resources/>

### **When is the Lodging Tax due?**

Properties in the jurisdiction of the City of Crosslake and Ideal Township, who rent lodging are required by law to collect a 1% lodging tax. This tax is to be collected at the time each guest pays you and is due quarterly on the 25th of the month after the end of each quarter to the designated tax administrator, Ideal Township. The quarters are Jan. to March, April to June, July to Sept., and Oct. to Dec. For example, 1st quarter is due by April 25th.

### **How is penalty and interest calculated on late payments?**

If a payment is not received by the 25th of the quarterly month, the following actions may be taken:

1. Ten days after the 25th of the quarterly month, the tax administrator (Ideal Township) will send a written notification that your payment is past due.
2. Late payments carry the additional burden of a 10% interest rate (based on the amount due)

3. If a tax payment is 30 days past due, an additional 5% interest penalty will be added to the past due amount (based on the original tax amount). A prosecuting attorney may also take legal action to recover the late tax, including interest, penalties and the cost of disbursements of any action. Additional fees apply for every 30 additional days a tax payment is late.
4. If tax payments are delinquent for 6 months or more, your property's membership in WALA may be suspended, including removal from WALA marketing efforts.

### **Is an inspection required for short-term rentals?**

Yes. All short-term rentals must be inspected prior to the issuance of a permit to ensure the rental is in compliance with minimum Health and Life safety requirements for use and occupancy. A fire and life safety inspection will be required every three years thereafter.

### **What is the cost of a Short-Term Rental Permit?**

When your application has been submitted, a license fee in the amount of \$750 will be due. Permits are renewed each year in January, regardless of when the prior year's license was issued.

### **Does my short-term rental permit apply to multiple properties?**

No. You are only allowed to rent one dwelling unit per permit in the City of Crosslake. Each Short-Term Rental requires its own permit and annual fee.

### **Do I have to display my permit?**

Yes. The short-Term rental permit, emergency evacuation plan and host rules, must all be always posted in a conspicuous place within the short-term rental unit. Your Short-Term Rental Permit PDF can be found in the Business Center by clicking your account name under "Manage Your Account(s)".

### **Is the City working with Airbnb?**

No. Airbnb does not collect or remit Lodging Tax to the City of Crosslake on behalf of property owners and/or authorized agents.

### **Is the City working with Vrbo?**

No. Vrbo does not collect or remit Lodging Tax to the City of Crosslake on behalf of property owners and/or authorized agents.

### **Can I pay by credit card?**

Yes. We accept all major credit cards. The City of Crosslake does add a convenience fee of 4%, and your credit card company may impose a fee.

### **Can I pay by e-check?**

Yes.