



## DOOR COUNTY TOURISM ZONE

### LODGING PERMIT APPLICATION INSTRUCTIONS

2014

Please fill out the top half of form, most of which is self-explanatory:

- Property Name: Please be sure to name your property. If you are advertising your property online (craigslist.com, VRBO.com, Homeaway.com, Airb&b.com or any other vacation rental site) please be sure to include the name in your listing so that as the DCTZC office checks advertisements for unpermitted properties, the office can then easily check the permit database and know that your property is permitted.
- If you don't know the municipality that your property is a part of, please leave the field blank. The DCTZC office will research this information for you.

#### *Operating Period & Number of Units Available:*

- Some lodging properties, for example, close some units during the winter; some are completely closed during the winter. Enter the number of available units for each month.
- If advertising your property, be sure that the months you are advertising that your property is available, matches what months you indicate your property is operating on the lodging permit application.
- The months you indicate that you will be operating your property on the permit application are the months that require a monthly room tax report even if you have no rentals.

#### *Online Advertising:*

- Please record on what online advertising site you have your property listed for rental and if applicable the listing id# (for example: AirB&B listing ID#315676?s)
- If you have your own website for your property, please record the web address.

#### *Certificate: Complete all fields*

#### *Approvals: For TCZ internal use*

If you own/manage multiple properties in the same or multiple municipalities, you will need to submit a separate Lodging Permit Application for each property in each municipality in which you own/manage a lodging unit(s). Please duplicate the form provided as needed. If you are a firm that manages vacation rental properties you are responsible for notifying each of your property owners of the requirement to charge the room tax. You are also required to provide the Commission with a list of your properties under management for our records.

Upon receipt of an acceptable Lodging Permit Application, a Lodging Permit will be issued.

There is NO fee for the Lodging Permit. For further information, go to our website or contact:

#### **Door County Tourism Zone Commission**

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