

KELLEYS ISLAND TRANSIENT RENTAL REGISTRATION

2025 REGISTRATION FORM AND APPLICATION FORM

1. Applicants are advised to review the Village Ordinance 2024-0-23 and Amendment requirements that affect transient rental operations. The Village Council deems it necessary to regulate and ensure the peace, health, safety and wellness of the public including the transient guests and neighboring property owners or occupants of any transient rental property.
Village Council has set standards that address public safety issues while providing a revenue source to offset costs related to public safety and zoning enforcement effort.
2. **BEGINNING FEBRUARY 1, 2025**, The Registration and Application process will begin.
3. The Registration form & a non-refundable fee is \$600.00 payable to the Village of Kelleys Island and sent to: 121 Addison St., Kelleys Island, OH 43438. The cost of the Home Inspection and septic inspection will be paid by the owner to Vendor and upon successful completion of requirements, all required forms should be submitted to: Village of Kelleys Island, at same address. Or you may email to: trpclerk@kelleysisland.us.
Approximately at mid to the end of February there will be a new portal available to you to download all the required documentation. Check the kelleysisland.us website for the new portal address.
4. The Registration form must include the Parcel number of the Rental Unit and address. The Parcel number can be found at the Erie County Auditor's website:

auditor.eriecounty.oh.gov
5. Upon paying the Registration fee and then submitting the required successfully completed documents, you will be issued a Transient Rental Certificate which will be valid for one year from date of issuance. You will only be issued the certificate when the Home Inspection and Septic inspection are complete and any infractions are corrected and reinspected. Transient Rental applications, including payment of registration fees shall be due no later than **May 30, 2025**. Annual registration fee shall also be due not later than May 30 of the non-inspection years.
6. Owner/representative is responsible to renew certificate(s) annually **in advance of the expiration date of the certificate**.
7. If you have any questions, you may call the Village of Kelleys Island, 419-746-2535 ext. 1006 for Sue Taylor, Clerk /Transient Rental Program or email questions/concerns to: trpclerk@kelleysisland.us. If she is not at her desk, please leave a message including return phone number and name and she will respond in a timely manner.

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Application Requirements:

PLEASE INCLUDE NAME/ADDRESS/PARACEL NUMBER on all Required Submitted forms

Make sure you have everything you need for the application when you apply!

1. Proof of Insurance

The owner shall provide proof of procurement and maintenance of general liability and premises liability insurance for the Transient Rental Property. Provide coverage of not less than three hundred thousand dollars (\$300,000.00). Provide notice of cancellation of insurance to the Department at least ten (10) days prior to cancellation.

2. The Registration form and Application will require the Name, Address, Phone Number and email of the Owner. If there is a Property Manager, their Name, Address, Phone number and email must be submitted.

3. The Owner or authorized Representative shall be required to be physically present in person at the Transient Rental property, or available by phone if Owner or Authorized Representative is off the Island, within 24 hours of any notification by a member of law enforcement or the fire department or emergency assistance of any kind relating to a Call for Service to the Transient Rental Property.

4. Proof of Registration with Erie County for Lodging Tax.

<https://tax.localgov.org> or call 877-842-3037

or

auditor.eriecounty.oh.gov, go to Blue Bar on top and click on How do I, then select File to pay my Lodging Tax. For questions call Heather Walters at 419-627-7743

5. Proof of Registration with State of Ohio for Resort Tax.

<https://tax.ohio.gov/individual/get-a-form> Top bar click on FORMS, then Tax Type click on All, then scroll to Resort and click on FORM TITLE OR NUMBER, Type: RA 1.. You can fill form out online or scan it, fill out and mail back to State of Ohio

or

call Ohio Resort & Tourism Tax: 888-405-4039 for: Form RA 1

Please note that it may take up to 4 weeks for you to receive the certificate and number from the County and State. You should start this process as soon as possible so you will be able to send copies with your application.

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6. The maximum occupancy for overnight Transient Guests shall be limited to:
 - a. Four (4) persons per Residential Premises plus; two (2) persons per bedroom.
 - b. All areas of a Residential Premises designated as bedroom space shall be used predominately for sleeping, have a minimum of one or more beds of a size and number equal to the expected occupants and two (2) separate ingress and egress

7. Proof of Septic Service and Inspection:

Homeowners/property managers in conjunction with the Transient Rental Ordinance will be required to show proof of septic tank inspection and pump out if required. The septic tank inspection is good for 36 months from the date of inspection.

8. There is a REQUIRED Home Inspection that must be completed by a certified Home Inspector who has a current Kelleys Island Business License. This form is available online at kelleysisland.us under the Transient Rental Section or at the Village Office. All Home Inspectors MUST use the Kelleys Island - Transient Rental Inspection form. Any non-compliant (failed) portion of the inspection must be corrected within 45 days and a reinspection with proof of correction must be submitted to the Village of Kelleys Island before a Transient Rental Certificate will be Issued.
10. The Transient Rental Certificate must be displayed where any member of the Department, law enforcement, fire department, emergency assistance or public health official can see who is responsible for the Rental and the Maximum Occupancy of the Rental. In the event access to the Transient Rental Property is refused, an officer or employee of the entity requesting to inspect the Transient Rental Property may, with the assistance of the Village Solicitor, obtain an administrative warrant from a court of competent jurisdiction in order to gain access to the property. In the event an administrative warrant cannot be obtained, then the inspection shall include only those items which can be inspected by lawful means. This chapter of the Ordinance shall not be construed to require the Owner, Authorized Representative or occupant to consent to a warrantless inspection of private property.

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11. Please refer to the Kelleys Island Ordinance 2024-0- 23 for all rules and regulations for the Transient Rental Program. The Ordinance may be found at kelleysisland.us under Ordinances. All sections should be read prior to Submitting Application with documents needed. Included in this Ordinance is a description of what must be done when there is a change of ownership of a Rental. Also included are the Owner Responsibilities and necessary steps to be taken for failure of compliance for any regulations of the Ordinance. Nuisance rules and regulations, Hearings and appeals, Severability, enforcement, Notice of Violation, Definitions and Penalty: legal action can be found under each specific Chapter

TRP owners that rent golf carts used for the transportation of persons or property, to their renters must register for an annual vehicle license and receive a vehicle registration sticker. (see Chapter 116 of the Kellys Island Ordinances)

Current Home Inspectors with Kelleys Island Business License:

Sandusky Bay Inspection: www.sanduskybayinspections.com

Owner: Scott Eckert Phone: 419-503-3644 Cell: 419-503-1499 Home Inspector License:
#OHI.2019004831

Up Close Home Inspection: james@upclosehomeinspections.net Owner: James Croton Phone:
440-865-0763

Home Inspection License: #OHI.2021008381

Erie Inspection Service: erieinspect.com

Owner Radd Radloff Phone: 419-484-4354 or 800-434-6022 Home Inspection License:
#OHI.2019004632

Septic Service with Kelleys Island Business License:

Franklin Sanitation: www.franklinsanitation.com Owner: Greg Franklin: 419-433-5169