

KELLEYS ISLAND TRANSIENT RENTAL REGISTRATION

RENEWAL FOR TRANSIENT RENTAL CERTIFICATE FOR 2026

- 1. Submit a renewal application form (same as original application form) with any changes of phone#, emails, addresses or contacts.**
- 2. Pay the annual TRP \$600.00 fee.**
- 3. Copy of updated insurance policy.**

2026 REGISTRATION FORM AND APPLICATION FOR NEW APPLICANTS

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. MARCH 15, 2026, 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., P.O. Box 469, 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.

The Transient Rental Program portal is:

<https://kelleysisland.portal.iworq.net/portalhome/kelleysisland>. After you fill out the application on line, they will email it to the Village. It will be processed and the Village will give you portal access to be able to go into the portal and create a password. Then you can upload your required documents and pay your fee (with credit card). If you prefer, You can always send all of your information, documentation and fee (checks only) to the Village of Kelleys Island and it will be submitted for you.

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, 2026. 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. * 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 anything relating to a Call for Service to the Transient Rental Property.**

4. **Registration Number with Erie County Lodging**

Tax Department

Go to:

auditor.eriecounty.oh.gov, go to Blue Bar on top and click on How do I, then select File to pay my Lodging Tax.

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

THIS APPLIES ONLY TO RENTALS WITH 5 OR MORE SLEEPING ROOMS OCCUPIED AND RENTED SEPERATELY!!!!

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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-O-23 for all the rules and regulations for the Transient Rental Program. The Ordinance can be found at: <https://kelleyisland.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 Kelleys Island Ordinances).

Current Home Inspectors with Kelleys Island Business License:

Sandusky Bay Inspection: www.sanduskybayinspections.com Owner: Scott Eckert
Phone: 419-503-0644 Cell: 419-503-1499 Home Inspector License: #OHI.2019004831

Up Close Home Inspection: james@upclosehomeinspections.net Owner: James
Crowton Phone: 440-865-0763 Home Inspector's License: #OHI.2021008381

Erie Inspection Service: erieinspect.com Owner: Todd Radloff Phone: 419-484-4354 or 1-
800-434-6022 Home Inspector License: #OHI.2019004632

Firelands Professional Inspections: firelandspoinspections@gmail.com Owner: Charles
Ruggles Phone: 419-202-2524 Home Inspector's License: OHI.2023001160

Catwba Island Home Inspections: Owner: Roman Ruppert: 419-722-8086 Roger Fromer:
419-722-8086 Home Inspector's License: OHI.2021004851 Home Inspector's License:
OHI.2019004981

HDH Inspections: Mike@hdhinspect.com Owner: Mike Hughes 330-531-5807 Home
Inspector's License: #OHI.2023004533

Kelley Property Inspection: Owner: Joseph Kelley Cell: 419-701-8333 Home Inspector's
License: OHI.#20210004073

Septic Service with Kelleys Island Business License:

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