

Frequently Asked Questions About Short-Term Rentals

Who is eligible to host a short-term rental?

Short-term rentals can be hosted in the following zoning district classifications:

Home-Stay STR are allowed in the following Zoning District Classifications

R1A	Urban Residential
R-2	Two-Family Dwelling
R-3	Multifamily Development
R-4	Multifamily Development
R-T	Residential Townhouse
C-R	Commercial Redevelopment
AG-1	Agricultural
R-L	Residential Limited Single-Family Dwelling
R-1	Single Family Dwelling
CUP	Community Unit Plan
E-I	Educational Institution
M-I	Medical Institution
MIX	Mixed Use

Whole-House STR Allowed in the following Zoning District Classifications

R1A	Urban Residential
R-2	Two-Family Dwelling
R-3	Multifamily Development
R-4	Multifamily Development
R-T	Residential Townhouse
CR	Commercial Redevelopment

When do I have to apply for a permit for my short-term rental?

Applications should be done prior to renting or leasing out your property.

How much does a permit cost?

Homestay Lodging License- \$75.00

Whole-house Lodging License- \$150.00

When will I need to renew my permit?

Permits need to be renewed annually.

What taxes and fees will I need to pay?

Short-term rental owners will need to pay an 8% monthly hotel/motel tax. The prior month is due the 20th of the following month.

What are my responsibilities while hosting a short-term rental?**For Homestay Lodging:**

- (a) A license number will be assigned to each licensed establishment, which shall be clearly displayed on site along with any advertisement for lodging.
- (b) A property owner shall comply with all federal, state, and local laws, including, but not limited to, hotel motel tax code, zoning ordinance, building code, fire code, and environmental health regulations for the level of occupancy of the *short-term* lodging.
- (c) All licenses shall renew licenses on an annual basis. If a license is not timely renewed the use shall be deemed terminated by the license.
- (d) Property owners shall be responsible for keeping liability insurance in full force and effect during all times the unit is used as a *short-term* lodging.
- (e) Written notice shall be conspicuously posted inside each *short-term* lodging unit setting forth the following information;
 - 1. The name and telephone number of the host/operator.
 - 2. The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
 - 3. The non-emergency phone number for the City of East Point Police department 404-761-2177.
 - 4. The annual licensure documentation.
- (f) Preparation and service of food by host/operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.
- (g) *Short-term* lodging licensees shall maintain records demonstrating that the home is the primary residence of the licensee, the dates of *rental* for the previous three hundred

sixty-five (365) days and the number of lodgers. Such records shall be made available upon request of the director of planning and community development.

- (h) Homestay lodging uses shall only be allowed in lawful dwelling units serving as the principal residence of a host. Only a property owner may license a homestay lodging.
- (i) The maximum number of guest rooms allowed shall be one (1) less than the total number of bedrooms in the dwelling unit, but shall in no event exceed three (3) guest rooms.
- (j) The host shall issue a parking placard to each guest parking on site.

For Whole House Lodging:

- (a) A license number will be assigned to each licensed establishment, which shall be clearly displayed on site along with any advertisement for lodging.
- (b) A property owner shall:
 - i) Comply with all federal, state, and local laws, including, but not limited to, occupational tax code, hotel motel tax code, zoning ordinance, building code, fire code, and environmental health regulations for the level of occupancy of the *short-term* lodging; and
 - ii) Not allow any party, event, classes, weddings, receptions, or other large gatherings on the premises.
- (c) All licensees shall renew licenses on an annual basis. If a license is not timely renewed the use shall be deemed terminated by the licensee.
- (d) Property owners shall be responsible for keeping liability insurance in full force and effect during all times the unit is used as a *short-term* lodging.
- (e) Written notice shall be conspicuously posted inside each *short-term* lodging unit setting forth the following information:
 1. The name and telephone number of the host/operator.
 2. The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
 3. The non-emergency phone number for the City of East Point Police Department 404-761-2177.
 4. The annual licensure documentation.
 5. That parties, events, classes, weddings, receptions, and other large gatherings are not permitted.

- (f) No property shall exceed a maximum of two (2) guests per room and ten (10) guests in total.
- (g) Preparation and service of food by host/operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.
- (h) *Short-term* lodging licensees shall maintain records demonstrating that the home is owned by the licensee, the dates of *rental* for the previous three hundred sixty-five (365) days and the number of lodgers. Such records shall be made available upon request of the director of planning and community development.
- (i) The name and contact information of a local operator or agent available twenty-four (24) hours per day, who must reside within a thirty (30) mile radius of the subject property must be provided to the city.

What happens if I don't have a permit for my short-term rental?

Any person violating any provision of this chapter shall be fined not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each offense, and a separate offense shall be deemed committed on each day during or in which a violation occurs or continues.

Licenses issued under this ordinance may be suspended or revoked for any of the following reasons:

- (1) Fraudulent obtaining of the license by giving false information on any substantial matter in the application for the license;
- (2) Any violation of the provisions of this chapter;
- (3) Conviction of the license holder of any felony or crime involving moral turpitude during the time the license is held.
- (4) Any *short-term* lodging for which there are three (3) final determinations of violations of the City Code and/or criminal convictions related to the parcel (on, adjacent to, or within the property) by a property owner, tenant, guest, host, lessee, or individual otherwise related directly to the property within any rolling three hundred sixty-five (365) day period, shall constitute a violation of the *terms* of licensure and shall terminate the license. For any license that is terminated due to code/criminal violations, a property owner shall be ineligible for a license for a period of three (3) years.

(5) Any licensee having his or her license suspended or revoked under this section may appeal to the city council. Such appeal shall be taken by filing with the city clerk a written statement of the grounds for appeal within seven (7) days after notice of such suspension or revocation. The city clerk shall set the time and place for hearing such appeal, and notice of the time and place shall be given at least fourteen (14) days prior to the date set for the hearing. A written decision shall be provided to the applicant within seven (7) days after the hearing.

How can I make a complaint about a short-term rental in my area?

To make a complaint, visit <https://secure.hostcompliance.com/east-point-ga/complaints/type>

Where can I learn more about short-term rental regulations?

You can find a list of our ordinances on the East Point Planning & Community Development webpage at www.eastpointcity.org

Other Questions?

Use our hotline for complaints about a specific short-term rental:
www.eastpointcity.org or call **1-404-777-4846**.

For all other questions, please contact epshorttermrental@eastpointcity.org or call the following departments:

Planning & Community Development: 404-270-7029

Property Tax: 404-270-7083

Hotline for Code Violations: 404-559-6270