



Business Licensing Division, Finance Department
1136 Washington Street, First Floor Columbia, SC 29201 • Phone: 803-545-3345

Business Licensing Rental Property Questionnaire

_____ Are you the owner or the property?

_____ Do you offer long-term rentals? (Continuous rental to the same person(s) for 30 days or more)

_____ Do you offer short-term rentals (STRs)?

_____ Do you work from a third-party platform to offer your unit(s)?

If so, please list the platforms you advertise and customers can book through: -

_____ Do you reside in one of your STR's (owner occupied)? If no, please provide your current home address:

_____ **Owners Only** - Do you employ a Property Management Company? If so, please provide their information on the back of this page.

Acknowledgements

_____ I understand that I must be in compliance with all applicable City of Columbia Ordinances including Business License, Parking and Code Enforcement

_____ I understand if I acquire additional properties that I need to update records with Business Licensing and Code Enforcement*

_____ I understand that Short Term Rentals (STRs) licensees are responsible for paying City of Columbia local Tourism Development Fees (TDF) monthly by the 20th

_____ I understand that my business license is non-transferrable

_____ I understand no refund shall be made for a business that is discontinued (Sec 11-34b, 2021-082

_____ I affirm my understanding that City ordinance permits **no more than three** unrelated individuals to reside in a dwelling unit

Property Management Companies must list properties and owners' info. **Owners must** list properties and Mgt. Company on the back of this form

Please confirm understanding of information above and receipt of the STR welcome packet provided by signing below:

Printed Name:

Signature:

Date: / /

