

## **Vacation Rental Certificate Information Sheet**

### **Steps to apply for a Vacation Rental Certificate:**

- 1) Download the application form on legal size paper at [www.gov.bm/ministry/economic-development-tourism](http://www.gov.bm/ministry/economic-development-tourism) under Resources. Or pick up a hard copy of the application form from the Ministry of Economic Development and Tourism Headquarters located at 30 Parliament Street, Hamilton in the Government Administration Building on the 3<sup>rd</sup> Floor.
- 2) Once you've filled out the application form you can email it back to us at [med@gov.bm](mailto:med@gov.bm) or hand in a hard copy at the Ministry Headquarters.
- 3) The Ministry will review your application and issue a Vacation Rental Certificate within 21 days, providing your unit meets the standard requirements. Not all units registered will be inspected however, the Ministry reserves the right to inspect as needed.

### **IF YOUR PROPERTY FALLS UNDER RENT-CONTROL**

#### **Steps to apply for a Vacation Rental (rent-control) Certificate:**

- 1) Download the application form on legal size paper at [www.gov.bm/ministry/home-affairs](http://www.gov.bm/ministry/home-affairs) under Resources. Or pick up a hard copy of the application form from the Department of Consumer Affairs located at 75 Reid Street, Hamilton in the D.Rego Building on the 3<sup>rd</sup> floor.
- 2) Once you've filled out the application form you can email it back to Consumer Affairs at [consumers@gov.bm](mailto:consumers@gov.bm) or hand in a hard copy at the Department of Consumer Affairs.
- 3) The Ministry will review your application and issue a Vacation Rental (rent-control) Certificate within 21 days, providing your unit meets the standard requirements. Not all units registered will be inspected however, the Ministry reserves the right to inspect as needed.

\*These are two separate application forms. One for those properties that fall under Rent Control and one for those that fall directly under the Ministry of Tourism. You need only fill out the one that applies to your unit.\*

## FAQ

### **1. What is the registration deadline?**

Current Vacation Rental Properties will have until July 27<sup>th</sup>, 2018 to register their properties with the appropriate Ministers. New vacation rentals will be able to apply on a rolling basis throughout the year as they arise.

### **2. How do I know if my property falls under rent-control?**

If the property's ARV (annual rental value) is \$22,800 or less, the property falls under Rent Control. You can find out your ARV by going on the Land Valuation web site and entering the address of the property or the assessment number.

If your property falls under rent-control you will need to fill out the Consumer Affairs application form to be granted permission from the Minister responsible for rent-control to operate as a Vacation Rental Unit.

### **3. How do I remit the 4.5% Vacation Rental Fee to the Bermuda Tourism Authority?**

The Vacation Rental Fee must be collected and remitted by the Property Owner or the Property Manager/ Agent unless it is directly remitted to the BTA via the platform the unit is listed on. Currently only Airbnb is able to directly remit the Vacation Rental Fee to the BTA.

Properties **not** registered on Airbnb will be responsible for collecting the 4.5% fee from the guest at the time payment is made and remitting the fee to the BTA on a **monthly basis**. Payments can be made to the BTA online, over the phone at (441)-296-9200, or in person with a credit/debit card at their offices located at 22 Church Street, Hamilton Penthouse Level (Great Sound).

### **4. When will I need to start collecting the Vacation Rental Fee from guests?**

The BTA will start requiring the fee on bookings made from September 1<sup>st</sup> 2018 onwards. Therefore, any bookings made **before** September 1<sup>st</sup> 2018 will not be subject to the 4.5% fee regardless of when the actual visit occurs.

### **5. How long does my certificate last?**

Once approved by the Minister, you will be granted a Vacation Rental Certificate valid for **one (1) year**.