

## REGISTERING YOUR SHORT-TERM RENTAL

As the end of the year approaches, we wanted to provide some additional information to assist Short-Term Rental owners with the registration process through our GovOS system. Per the Selectboard decision in July, all short-term rentals currently operating in Sunapee must register through our GovOS platform by January 1<sup>st</sup>, 2024. Properties operating **prior** to December 1<sup>st</sup>, 2022 that register by January 1<sup>st</sup> will not be held to the anticipated 2024 Planning & Zoning amendments, including the 120-day rental limit. Properties that began operating **after** December 1<sup>st</sup>, 2022, must register **before December 7<sup>th</sup>, 2023**, to remain exempt from amendments to section 4.95 (Short-Term Rentals) of the [Zoning Ordinance](#).

To register your property and manage your account, please visit: <https://sunapeenh.munirevs.com/>. If you receive a registration letter from the Town, it contains an **Account Number** and **Activation Code** that will allow you to create and access your account. If you do *not* have a letter and need your account information, please email our Short-Term Rental Coordinator, Emily Wrenn, at [Emily@town.sunapee.nh.us](mailto:Emily@town.sunapee.nh.us).

You will need to complete the following steps on GovOS to receive your Rental Permit:

- STR Permit Registration **Application**
- Acknowledgement: STR Registration **Regulations**
- Pay the STR **Permit Fee**
- Proof of Preexisting Transient Occupancies\***

\*If your property is in the Rural Residential and Rural Lands Zoning District and if you were renting between 12/01/2020 and 12/01/2022, the rental may be classified as Pre-existing Transient Occupancy. **If you can provide evidence of renting during this period**, you will not need to receive a Special Exception or Variance from the Zoning Board. If you are unsure of the Zone of your property, you may look up your property card at [www.axisgis.com/tri\\_townnh](http://www.axisgis.com/tri_townnh) or call our office.

Short-Term Rentals (owners-*not*-in-residence) in the Rural Residential (RR) or Rural Lands (RL) zones that **(a)** have Preexisting Transient Occupancy status and **(b)** are registered (including proof of pre-existing rentals) before January 1<sup>st</sup>, 2024 are exempt from the proposed 120-day rental limit. Any Short-Term Rentals in the Rural Residential or Rural Lands zones that do **not** register prior to January 1<sup>st</sup>, 2024 will no longer be granted pre-existing status and will require a Special Exception or Variance and will be expected to adhere to newly proposed and all current ordinances. For more information about the Special Exception or Variance process or application assistance, please contact our Land Use & Assessing Coordinator, Allyson Traeger, at [Allyson@town.sunapee.nh](mailto:Allyson@town.sunapee.nh).

We have received several questions about finding your Meals & Rooms (Rentals) tax number. If you are renting through Airbnb or VRBO, the platforms pay the taxes on the owner's behalf. Otherwise, the number is available on tax documents or at [www.revenue.nh.gov/meals-rooms/index.htm](http://www.revenue.nh.gov/meals-rooms/index.htm).

If you need any assistance with the registration process, our Short-Term Rental Coordinator is available from 9:00am to 4:30pm on Monday, Thursday, and Friday by email ([Emily@town.sunapee.nh.us](mailto:Emily@town.sunapee.nh.us)) or phone: (603) 763-2212 ext. 1013.