

Calendar Year 2024 Annual Rental Report

Short-Term Rentals and B&B Operations - Mandatory Permit Holder Report

* Indicates required question

1. Email *

2. Full Name *

3. Permit-holder Mailing Address *

4. Registered Business Name *

5. Rental/B&B Address *

6. Utility account number associated with rental (Can be found on your utility bill) *

7. If your rental is managed by a property owner, please provide their name and contact information so that we may update your permit file. *

8. Nights Rented in 2024 *

9. Bed and Breakfasts and Short-Term Rentals must be used at least once every 12 months in order to remain active. If permits become inactive, applicants must reapply for a new conditional use permit. If you had rental activity in 2024 but no longer intend on operating, the Planning Department must be notified of your intent to close the permit. *

Mark only one oval.

☐ I confirm I've read and understand the above statement.

10. Bed Tax Remitted in 2024 *

11. Have you had any violations or complaints regarding your permit? What, if any, follow-up actions have you taken to resolve any violations or complaints? *

12. Do you have any outstanding Conditions of Approval (Life/Fire/Safety Inspection, Tax Registration, etc.)? *

Rental Use Information

The Planning Commission is seeking more information regarding the overall use of permitted short-term rental units to better understand the housing/lodging needs these units meet. The following questions are optional, but your participation is greatly appreciated.

13. Are you on-site when the unit is being used as a short-term rental?

Mark only one oval.

- ☐ Yes, I live on the property and am there when it is being rented short-term
- ☐ Yes, I monitor the property when it is being rented short-term
- ☐ No

14. What time of the year do you short-term rent (30 days or less) your unit?

Note: If you rent your unit to a business for employee housing for more than 30 days, this is considered a long-term rental (even if individual workers are there for 30 days or less). This type of rental use SHOULD NOT be included in your answers regarding use of your unit as a short-term rental.

Mark only one oval.

- ☐ Continuously throughout the year
- ☐ Intermittent periods throughout the year
- ☐ Summer season only (generally April - September)
- ☐ Winter season only (generally October - March)

15. How do you use your unit when it is not being used as a short-term rental? Check all that apply.

Check all that apply.

- ☐ Personal use/as your primary dwelling unit
- ☐ Housing for nonpaying family/friends (i.e. multi-generational living, "couch surfing", etc.)
- ☐ Visits from nonpaying family/friends
- ☐ Long-term rental to local residents
- ☐ Long-term rental to a business for employee housing
- ☐ Unit is vacant
- ☐ Other: _____

16. How would you characterize the primary users of your short-term rental?

Note: "Itinerant Worker" is intended to capture those who visit Sitka on an infrequent or intermittent basis for work such as specialized repair services, a visiting researcher/artist, etc. A traveling worker who uses your unit under their employer's long-term rental agreement with you SHOULD NOT be included here as itinerant workers, as the overall use is considered a long-term rather than short-term rental.

Mark only one oval.

- ☐ Vacation & leisure travelers
- ☐ Travelers visiting family/friends who reside in Sitka
- ☐ Itinerant workers
- ☐ Other business travelers (meetings, conferences, etc.)
- ☐ Other: _____

17. How would you characterize all of your short-term renters? Check all that apply.

Note: "Itinerant Worker" is intended to capture those who visit Sitka on an infrequent or intermittent basis for work such as specialized repair services, a visiting researcher/artist, etc. A traveling worker who uses your unit under their employer's long-term rental agreement with you SHOULD NOT be included here as itinerant workers, as the overall use is considered a long-term rather than short-term rental.

Check all that apply.

- ☐ Vacation & leisure travelers
- ☐ Travelers visiting family/friends who reside in Sitka
- ☐ Itinerant workers
- ☐ Business travel (meetings, conferences, etc.)
- ☐ Other: _____

18. What marketing platforms do you use to advertise your rental?

Check all that apply.

- ☐ AirBnb
- ☐ VRBO
- ☐ Sitka Travel
- ☐ Social Media
- ☐ Word of Mouth
- ☐ Other: _____

19. Any additional comments or suggestions:
