

Westwood Village Short Term Rental Owner Summary

Compliance with City of Sandpoint

1. Review the [city code](#) for short term rentals. *Note: this code is currently being updated, so the process to obtain a permit is subject to change. Ex: Effective 1/1/18, vacation rentals are no longer required to have a Sandpoint Business License.*
2. Check with the City of Sandpoint Planning Department (208-263-3370) to see if your property is eligible for short term rental permitting.
 - Determine if notifying all neighbors within 200 ft. is required prior to permitting.
 - Talk with adjacent unit owners, provide contact info, request a call for any issues
3. Review the [Tourist Home Inspection Form](#) and make modifications to your rental as needed, and then schedule an inspection by the City Building Division by calling 208-263-3423.
 - Helpful hints
 - Purchase and install CO detector(s).
 - Remove extension cords from the home (power strips are acceptable).
 - Call Oxarc (208-263-1016) to install required fire extinguisher(s).
 - Purchase and plug in an [emergency light](#).
4. Complete the City of Sandpoint [Vacation Rental Permit Application](#) and the [Resort City Tax application](#).
5. Submit the following to the City of Sandpoint Planning Department:
 - Fee (\$125 for first time application)
 - Approved Tourist Home Inspection Form
 - Completed Vacation Rental Permit application
 - Resort City Tax application
 - [Affidavit](#) of notification of neighbors within 200 ft (if applicable)
6. Apply for an Idaho State Sales Tax number at <https://tax.idaho.gov/i-1159.cfm>
7. Post permit inside the home upon receipt from the City.
8. Track rental income and pay the City Resort Tax (7%) each month (or request approval to pay quarterly). *Note: Airbnb does not collect and remit City of Sandpoint taxes, only Idaho state taxes.*
9. Permits are renewed each calendar year. To renew the permit, the following needs to be sent to the City Planning Department:
 - Vacation Rental Renewal Permit Form (provided by the Planning Dept.)

- Vacation Rental Self Inspection Form (provided by the Planning Dept. and completed by the home owner or designated local representative)
- Fee (\$25 for annual renewal)

Compliance with Westwood Village Homeowners Association

1. Review the Rules and Regulations regarding unit rentals / short term rentals. Available at <http://WestwoodVillage.us>
2. Post the Westwood Renter Information sheet in a conspicuous location
3. Provide the Manager a copy of the City of Sandpoint permit and proof of insurance coverage for short term rentals. *Note: this is a special coverage endorsement for when the owner is away from the property. Be sure to verify with underwriting that the coverage includes short term rentals.*
4. Notify the Manager (208) 263-2618 of all guests renting the unit by providing name, contact information, dates of stay, and vehicle information.

Protect your Westwood neighbor's peace and quiet

- Screen applicants for past trouble
- Some owners limit to no more than one child
- Consider age of applicants and the potential for parties
- Consider fewer rentals at a higher rate

Follow [city code](#) for short term rentals.