

Home Rentals - Getting Started

If you are thinking of renting your home to visitors for a weekend, special event or as a vacation rental your property must be permitted and room tax collected ... even if you are only renting a few times a year. If you are renting to a single person or entity for a longer period, more than 28 days, you need to sign up for the City's rental registry.

BEFORE advertising, commencing business or renting your property you *must be* permitted. If you begin rentals before being permitted you could be subject to penalties and you are responsible for room tax on any rentals prior to permitting.

- You will need to fill out both a Short Term Rental Application and Room Tax Permit Application
- You are required to set up an account with the WISCONSIN DEPARTMENT OF REVENUE to collect Wisconsin State Sales Tax. The WI DOR will inform you how and when to remit your sales tax. ([Wisconsin Business Tax Registration](#))
- You are required to have your property inspected by the Winnebago County Health Department and obtain a Lodging Permit (Contact State of Wisconsin: Email [DATCP contact info](#) or Call 608.224.4923 or Winnebago county Health Department: [Website](#) or Call 920.232.3000)
- Complete the applications and submit them with payment of the fee to the Department of Community Development at 215 Church Ave, Oshkosh WI, 54903, Room 204,
- Once you have your Short Term Rental License and Room Tax Permit, you can begin advertising your property for short term rentals. **Remember you are collecting and remitting room tax.** It is important that you set up your advertising correctly so that you take the tax amount into account (if you're desired nightly rate is \$100 you then should be collecting \$110 in order to collect room tax).
- Track your revenue and submit room tax reports.
- ROOM TAX REPORTING: It is the lodging provider's responsibility to submit each monthly room tax report and payment. Room Tax Reporting is required for every month whether you rent that month or not. *Even if you have no rental revenue you still need to report. Why? We don't have any way of knowing that you didn't have rentals or if you forgot to report.*

The report and payment are due by the last day of the following month.

Example: Report and payment for the month of June is due on or before July 31st.

The City of Oshkosh may audit records to determine if the proper amount of tax has been calculated and paid. It is important to keep accurate records including any exempt rentals and revenue not subject to the room tax.

Please see the MONTHLY ROOM TAX REPORT.

Advise the City of Oshkosh Finance Department of any changes regarding your permit within 14 days (920.236.5005).