

# TENANT NOTIFICATION TO PROPERTY OWNER

# ZTRHP1-G

City of Madison  
Building Inspection Division: Zoning Dept.  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2984  
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FOR OFFICE USE ONLY:

ZTRHP1- \_\_\_\_\_ - \_\_\_\_\_

Received Date \_\_\_\_\_

ZTRHP1-G form approval by \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION FORM: From Tenant to Property Owner

### 1. LOCATION: of Tourist Rooming House

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Type of property: ☐ Single family dwelling ☐ ADU ☐ 2-unit building ☐ Multi-unit building

Maximum Number of Guests Allowed: \_\_\_\_\_

Calculate number of legal bedrooms \_\_\_\_ x 2 = \_\_\_\_ . Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests.

### 2. OPERATOR: of Tourist Rooming House

Operator name \_\_\_\_\_ Host name on all advertisings \_\_\_\_\_

List full names of all Cohosts \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Operator address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Operator relationship to property: ☐ Owner ☐ Tenant ☐ Other: Explain \_\_\_\_\_

☐ **Lease Attachment:** A copy of lease is attached, which explicitly states TRH operation is allowed in this unit.

☐ **Notice to property owner:** I agree to abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.

☐ **Notice to property owner:** I will not rent to more than the allowable maximum number of guests in this Tourist Rooming House, as explained above.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. PROPERTY OWNER: of Tourist Rooming House

Property Owner name \_\_\_\_\_ Company \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_ DBA name (if applicable) \_\_\_\_\_

Property Owner address \_\_\_\_\_ Unit # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

☐ I understand tenant will abide by all City of Madison regulations for the operation of a Tourist Rooming House, and which are explained on the reverse side of this form.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS &amp; ALL FORMS: (CONTINUED)

## Dates &amp; Fees

- As of October 1, 2020, a valid Zoning ZTRHP permit is required.
- ZTRHP permitting year is July 1 to June 30 of the following year.
- Fees: \$100 one-time application fee & \$100 annual permit fee.

## Regulations for the Zoning Tourist Rooming House Permit ZTRHP1

1. Valid ZTRHP Permit is required from the City of Madison Zoning Department before advertising or renting out any TRH unit.
2. Valid ZTRHP permit number must be displayed in all TRH ads.
3. If operator does not occupy residence at time of rental, the Tourist Rooming House may operate no more than thirty (30) days per licensing year, July 1 to June 30.\*
3. If operator occupies residence at time of rental, there is no limit to number of days the TRH operates.\*
4. Operator may host two (2) or more individuals who separately book accommodations at the same TRH on any shared date if host remains on site each night.\*
5. TRH must be host's primary residence. Only property owner, or a renter whose lease explicitly allows it, may operate a TRH.\*
6. Prior to ZTRHP permit approval, Building Inspection staff will conduct a home visit to review floor plans, verify bedroom counts, and discuss TRH regulations and expectations with hosts, including answering any questions hosts may have.
7. Host name on all advertisements and website platforms must match the operator (permit holder) name; and photo ID identification required for operator and all owners of the TRH property.
8. Maximum guest occupancy is the lesser of twice the number of legal bedrooms or 12. Children under the age of 12 are not counted toward the guest occupancy count. See bedroom definition on Form ZTRHP1-F.
9. Permit is issued to a specific host for a specific dwelling unit. Permit is not transferrable. Permit does not authorize any person, other than the person named therein, to operate a short-term rental home in the dwelling unit.
10. Each establishment shall have a registry available on-site for inspection, indicating:
  - The true name & contact info (phone, email OR full street mailing address) of guest making the reservation
  - Dates of the stay
  - Acknowledgement of operator presence or absence each night of the stay
  - The registry shall include all information from the current registry year and the year immediately prior.
11. COMPLETE & ACCURATE Quarterly reporting to City Zoning from all operators is due one month after quarter ends (deadlines of Feb. 1, May 1, Aug. 1, & Nov. 1) for the following items:
  - Name and contact information of the person who made each reservation, and dates of stay for all guests during the previous quarter, including whether host was on or off site each night.
  - List of all websites and places TRH has been advertised in the previous quarter.
12. Violations of regulations subject to fines of \$500-\$1000 per day.
13. ZTRHP permit may be revoked for failure of operator to comply or maintain compliance with Zoning regulations. After a second occurrence of quarterly reporting not filed by required deadline, ZTRHP permit may be automatically revoked. Violation fines are doubled if permit has been revoked.
14. To maintain compliance with regulations throughout the year, any information submitted on permit application that changes during the year must be reported immediately, such as changes to floor plan, operator contact information, primary residence, or property owner, etc.
15. Prior to receiving a ZTRHP renewal permit, the TRH operator shall provide Zoning Administrator with any updates or changes to any of the documentation required or submit a statement to the Zoning Administrator stating there have been no changes to the information contained in the documentation. Prior to issuing a renewal permit, the zoning Administrator may conduct a reinspection.

**TRH MUST BE THE OPERATOR'S PRIMARY RESIDENCE DURING PERMITTING & FOR PRIOR 12 MONTHS**
**PRIMARY RESIDENCE DEFINITION:**

A dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state issued identification cards. An individual can have only one primary residence.

\* Certain provisions allow this if TRH only operates with night stays between seven (7) and 29 consecutive nights. If host will never advertise or host any reservation for less than 7 consecutive nights, inquire at zoning about all regulations that must be followed for this option.