

ACCOMMODATION PARTNER ELIGIBILITY

Gulf Shores & Orange Beach Tourism (GSOBT) offers a free accommodation listing on our website and in our annual Vacation Guide to all qualified Owner-Managed accommodations and all qualified Rental Agencies. All accommodation listings on the website must conform to the standards outlined in GSOBT Policy # 7.20 Website Linking. An accommodation rental unit can have only one accommodation listing on the website at any given time; i.e. an Owner-Managed accommodation rental unit cannot also be listed in the inventory of a Rental Agency. If GSOBT determines that an accommodation rental unit has more than one listing on our website, GSOBT will remove the multiple listings and notify the appropriate Owner-Manager and/or Rental Agency.

OWNER-MANAGERS

An "Owner-Manager" is defined as a sole proprietor that engages in the active rental management of an accommodation rental unit or units (taking reservations, collecting rental fees and taxes, paying the taxes, performing or arranging for services such as cleaning and maintenance, marketing) that is owned by the Owner-Manager. An Owner-Manager is required by law to have business licenses issued by the city, county and state, and lodging tax account numbers issued by the appropriate city, issued by the State of Alabama for the state lodging tax and for the Baldwin County District Lodging Tax Location No. 7702 lodging tax which is issued by the State.

An "Owner-Managed Accommodation Rental Unit" is defined as an accommodation rental unit where the owner is actively engaged in managing the unit (taking reservations, collecting rental fees and taxes, paying the taxes, performing or arranging for services such as cleaning and maintenance, marketing). If the owner has the accommodation rental unit listed with and/or managed by a Rental Agency even on a part-time basis, then GSOBT does not consider this accommodation rental unit to be Owner-Managed.

In order to qualify for an accommodation listing with GSOBT, an Owner-Manager must:

- 1) Annually submit a copy of their business license issued by the appropriate city.
- 2) Submit their lodging tax account number for the Baldwin County District Lodging Tax Location No. 7702 lodging tax issued by the Alabama Department of Revenue.
- 3) Provide detailed information on the accommodation to the GSOBT which must include type of accommodation (condominium, beach house, etc.), exact address of accommodation including street address, building number and unit number.
- 4) Provide detailed information on ownership of the accommodation which must include exact legal name of owner and owner's physical address, mailing address, telephone number, fax number and email address. If the owner is a partnership or a corporation, the owner must provide the information above for the owner's primary contact.

5) Provide service for their accommodation rental unit guests on a 24 hour per day, 7 day per week basis whether by providing direct contact information for the Owner-Manager and/or by providing contact information for services such as housekeeping or facility maintenance. The Owner-Manager must provide their direct contact information and be available to their accommodation rental unit guests during regular business hours for the resolution of disputes. The Owner-Manager direct contact information must be made available to GSOBT for distribution to visitors and guests.

RENTAL AGENCIES

A "Rental Agency" is defined as a single proprietor, partnership or a corporation that engages in the active rental management of an accommodation rental unit or units (taking reservations, collecting rental fees and taxes, paying the taxes, performing or arranging for services such as cleaning and maintenance, marketing) that is owned by an individual, partnership or corporation other than the Rental Agency. A Rental Agency must have all legally required business licenses, permits and lodging tax account numbers from the appropriate city, from the State of Alabama for the state lodging tax and for the State of Alabama for the Baldwin County District Lodging Tax Location No. 7702 lodging tax which is issued by the State. The single proprietor, partnership or corporation acting as a Rental Agency shall be licensed by the Alabama Real Estate Commission.

In order to qualify for an accommodation listing with GSOBT, a Rental Agency must:

- 1) Submit a copy of their business license issued by the appropriate city.
- 2) Submit their lodging tax account number for the Baldwin County District Lodging Tax Location No. 7702 lodging tax issued by the Alabama Department of Revenue.
- 3) Submit verification of an active Real Estate Qualifying Brokers license issued by the Alabama Real Estate Commission.
- 4) Provide detailed information on ownership of the Rental Agency which must include exact legal name of owner and owner's physical address, mailing address, telephone number, fax number and email address. If the owner is a partnership or a corporation, the owner must provide the information above for the owner's primary contact.
- 5) Provide service for their accommodation rental unit guests on a 24 hour per day, 7 day per week basis whether by providing direct contact information for the Rental Agency and/or by providing contact information for services such as housekeeping or facility maintenance. The Rental Agency must provide their direct contact information and be available to their accommodation rental unit guests during regular business hours for the resolution of disputes; The Rental Agency direct contact information must be made available to GSOBT for distribution to visitors and guests.