

Short Term Rental Annual Registration Instructions

Step One

1. Create account or log in to current account on the **Accela Citizen Portal** <https://aca-prod.accela.com/DUBLINOH/Login.aspx>
2. Click **Enforcement**
3. Click **Enter a Request**
4. Read the General Disclaimer and check to accept
5. Click to open **Enforcement Application**
6. Choose **Short Term Rental Annual Application**
7. Enter the Street Number and Street Name - Click **Search** to display parcel
8. Under **Applicant** - Click **Select From Account** and confirm information

Step Two

9. Under **General Information** answer all required property questions
10. Upload **Notarized Affidavit** – Verification of Compliance with rental laws
11. Upload **Two Additional Documents** – Verification of Primary Residence
 - Any two of the following five are acceptable – motor vehicle registration, driver's license, tax documents, current lease, current utility bill

Step Three

12. Review your application information for accuracy.
13. Read the Application Certification and check accept

Step Four

14. Go to Payment of Required Fee - \$225 Annually
15. Pay Fees using a **Credit Card** or **Bank account** information
16. Click "Submit Payment"

Your application will be reviewed by the Code Enforcement Supervisor, Greg Jones. Unless notified of missing or incomplete information, notification of approval will be received by email that will contain the Permit Number, which must be prominently posted with the unit on any hosting platform or any other advertisement for the unit. Scheduled rental events are entered separately.

Any questions should be directed to Code Enforcement Supervisor, Greg Jones at 614-410-4647 or gjones@dublin.oh.us

