



FAQs/IMPORTANT THINGS TO REMEMBER ABOUT YOUR SHORT-TERM RENTAL

Q. Do I need to renew my short-term rental each year?

Yes. Short Term Rental Licenses **must** be renewed annually prior to the deadline. Failure to renew the license prior to the deadline will result in the license being issued to the next person on the waiting list.

Q. Will I receive a renewal reminder?

The Town makes every effort available to it to send out reminders via email, quarterly newsletters, mailings, posting reminders on the Town website, posting on Facebook as well as posting notices on the Town Hall Bulletin Board.

Note: If we do not have your correct/updated contact information notifications and reminders may be delayed or returned as undeliverable.

Q. How do I update my contact information?

To help us provide you with the best service possible, please be sure to keep your contact information up to date!!!!

Any changes in reference to your Short-Term Rental license **only** can be emailed directly to: afortier@kennebunkportme.gov

Note: Any other change of information not related to short-term rentals, please refer to the Town's website, select "change of address" on the home page or contact the Assessor at 207-967-1603.

Q. Is my Short-Term Rental License transferable?

Short-term rental licenses issued shall not be transferable to a new owner or location. Any change of ownership shall require a new license, except transfers of the real estate and related license in a permitted transfer.

Q. Will my rental unit need to be inspected?

Yes. The Code Enforcement Officer shall inspect the licensed premises once every five years, to determine compliance with the short-term standards. A representative from Code Enforcement will contact you directly regarding inspection.

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- **Short Term Rentals Licenses must be displayed in the rental along with the Good Neighbor Guide.**
 - **Any form of communication for marketing that is used to encourage renters must include your Short-Term Rental License number.**
 - **The Board of Selectmen shall establish fees for the licensure of short-term rentals. Licensing fees for short-term rentals shall be assessed based upon the following criteria:**

(a) Tier I: Short-term rentals with zero to three bedrooms

(b) Tier II: Short-term rentals with four or more bedrooms