



## Steps to rent your home, apartment, or room

Would you like to rent your house, apartment, or a room to an IRONMAN athlete and their traveling party? You will need to register your property with CBJ, as short-term rentals are subject to sales tax and hotel bed tax (known as HBT, which supports Travel Juneau's work and Centennial Hall operations). If your property is already listed on a platform like Airbnb or VRBO, make sure it's registered with CBJ for the collection and remittance of sales tax and HBT.

Athletes will also want to know amenities, like the number of bathrooms and whether these are shared with the owner or private, and whether it has a kitchen, and whether you have additional rules for the property, or other things guests should know about.

What you need to do:

1) Familiarize yourself with the guidelines for collecting taxes:  
<https://juneau.org/finance/sales-tax-guidelines>, especially item 700

2) Get your Alaska state business license. Fees for new licenses are waived!  
<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/BusinessLicensingFormsFees.aspx>

Use NAICS code 721199 for Part IV, page 4 of the state license application.

3) After your license is approved, go to the CBJ Sales Tax page to register your business:  
<https://juneau.org/finance/sales-tax>. If you have questions, call the Sales Tax Office at 586-5215 ext. 4901.

4) Once your business is registered with the CBJ Sales Tax office, get some decent digital images of your rental and prepare the following information:

- type of rental – house, apartment, single room in a home?
- booking rate and fees (if any)
- dates available – Travel Juneau recommends the rental be available Wed., Aug 3 through Wed., Aug 10, 2022.
- maximum number of individuals the rental sleeps
- maximum number of individuals allowed
- contact information to make a reservation – include an email

5) Post your offer with a general description on the official IRONMAN Alaska Facebook page:  
<https://www.facebook.com/groups/ironmanalaska>. If you're interested in renting your property for 2023 and 2024, be sure to renew your business license and registration for those years.

**Travel Juneau accepts no responsibility for liability or damage to property. Property owners or those subletting units are responsible for insurance or any damages.**

Thank you!