



**Transient Room Tax Questionnaire and Registration Application  
Pendleton County, Kentucky**

Operational Year \_\_\_\_\_

New Registration     Annual Registration    Federal EIN \_\_\_\_\_

Name of Establishment \_\_\_\_\_

Primary Owner's Name \_\_\_\_\_

Owner's Phn# \_\_\_\_\_ Owner's Social Security # \_\_\_\_\_

Owner's Address \_\_\_\_\_

Type of Ownership: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Secondary Owners and Social Security # \_\_\_\_\_

Mailing Address for Tax Forms & Correspondence \_\_\_\_\_

Correspondence Email \_\_\_\_\_

HOST: Manager's or Operator's Name & Title \_\_\_\_\_

Host: Mgr Operator phn \_\_\_\_\_ Host: Mgr/Operator live on site? Y N

Hosting Platform/Payroll Company: (name, contact #) **\*\*MUST have our acct # applied to pmt\***

Rental Property Name: \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Date Overnight Accommodation activity began or will begin at above location \_\_\_\_\_

Type of Rental:     B&B     Cottage/Inn     Hotel/Motel     Resort     AirBNB/VRBO

Cabin     Camper/RV     Vacation Home     Campground     Condo

Total # Rooms \_\_\_\_\_ Total # Beds \_\_\_\_\_ Sleeps up to \_\_\_\_\_ Total # Bathrooms: \_\_\_\_\_

Handicapped Accessible? Y N    Single Story unit? Y N    Stairs? Y N

Pets Welcome? Y N    Operational Span: Seasonal \_\_\_\_\_ Year Round \_\_\_\_\_

OVER 

ACCT# \_\_\_\_\_

Property Website (if VRBO, Airbnb, or other, please include ID #)

\_\_\_\_\_

Short Description of property and amenities (to be used on the website) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parking: off street \_\_\_\_\_ gravel \_\_\_\_\_ paved \_\_\_\_\_

Price Range: Low \_\_\_\_\_ High \_\_\_\_\_ Minimum Stay? Y N \_\_\_\_\_ nights

The undersigned hereby certifies that, to the best of his/her knowledge, all of the foregoing statements are true, correct and complete.

➤ Signed \_\_\_\_\_

➤ Title \_\_\_\_\_

➤ Date \_\_\_\_\_

\*\*\*\*\*

Reply to:

Pendleton County Tax Administrator

233 Main St. 2<sup>nd</sup> Floor

Falmouth, Ky. 41040

Email: [taxadmin@pendletoncountyky.gov](mailto:taxadmin@pendletoncountyky.gov)

Fax: 859-654-5047

**Make payments payable to:**  
**PENDLETON COUNTY FISCAL COURT**

\*\* ANNUAL RENEWAL OF REGISTRATION IS REQUIRED

Renewals must be completed and returned to the Tax Administrator.

Failure to renew will result in your establishment being restricted from legally operating and pulled from all promotional distributions until such matters are resolved.

Revised 12/2024