

# VILLAGE OF BALD HEAD ISLAND RENTAL PROPERTY INFORMATION

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If you rent your home, you are required to remit, to the Village of Bald Head Island, the 6% occupancy tax. The rental cost is increased by 6%, and remitted monthly on the **20th** day of the month following the month in which **the rental took place and the tax was collected**. If you handle the rental of your home, we will supply you with a book of twelve remittance coupons to assist with your record keeping. If an agency handles the rental of your island home, then that agency is responsible for remitting the required tax to the Village on your behalf.

Please take a moment to complete this form, and mail it to the address below at your earliest convenience. If you do not rent your island home, please note accordingly, and mail this form to the Village. In a continuing effort to maintain accurate and current records, we ask that you please include your permanent mailing address and contact information as well (especially if you will be using your island home as a permanent residence). Your assistance is important and we appreciate your prompt response.

**PLEASE REMEMBER**, the revenue generated from this mandatory tax is set aside in a restricted Capital Project Fund to be used for the repair and maintenance of Bald Head Island beaches.

**PLEASE REMEMBER**, persons or agencies who fail or refuse to file the required tax shall be required to pay a penalty. Any person or agency who willfully attempts in any manner to evade the tax will be guilty of a misdemeanor.  
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PROPERTY OWNER NAME: \_\_\_\_\_

BHIADDRESS: \_\_\_\_\_ HOUSE NAME: \_\_\_\_\_

PERMANENT MAILING ADDRESS: \_\_\_\_\_

BHI PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

FAX PHONE: \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

IS YOUR ISLAND HOME RENTED? PLEASE COMPLETE THE APPROPRIATE SECTION.

\_\_\_\_\_ YES Please complete the following:  
Rented by Owner \_\_\_\_\_ Rented by Agent \_\_\_\_\_

Provide the name and address of the agency that manages the rental of your property at Bald Head Island.

\_\_\_\_\_

\_\_\_\_\_ NO Please note: If you do not rent your island home, we ask that you mail your response to us so that our records are complete.

Will you be using your Bald Head Island Home as your permanent address?  
\_\_\_\_\_ Yes \_\_\_\_\_ NO

PLEASE RETURN TO  
Village of Bald Head Island  
Attn: Accommodation Taxes  
Post Office Box 3009  
Bald Head Island, NC 28461

IF YOU HAVE ANY QUESTIONS CONTACT:  
Dawn M. Reno, Tax Administrator  
910-457-9700  
dreno@villagebhi.org