

Compliance Checklist for North Carolina Property Managers

Operating a short-term rental in North Carolina requires navigating multiple layers of local, state, and private regulations. Use this checklist to help ensure your properties stay compliant:

1. Confirm the property's jurisdiction
 - Identify whether the property is inside city limits and determine the county.
 - Use the city's GIS and zoning maps to verify zoning districts and overlays.
2. Review applicable ordinances
 - Pull the relevant ordinance sections, including definitions, permitted-use tables, and short-term rental standards.
 - Save copies of the sections that apply to your specific property.
3. Determine permit or registration requirements
 - Identify if a zoning permit, business registration, or other local license is required.
 - Note any permit numbers that must be displayed on listings and on-site, as well as local contact requirements.
4. Document operating standards
 - Record rules for occupancy limits, parking, trash, noise/quiet hours, event restrictions, guest logs, and posting requirements in a property compliance sheet.
5. Check private restrictions
 - Review HOA covenants, condo association rules, lease agreements, and insurance riders.
 - Remember: even if a property is city-compliant, private rules may still restrict short-term rentals.
6. Set up tax accounts
 - Register for state sales tax if applicable and create local occupancy tax accounts with the county or town.
 - Track which taxes your platform collects versus what you are responsible to remit. Reference the [NCDOR](#) combined rates and your county's occupancy tax page.
7. Establish a complaint-response SOP
 - Create a 24/7 contact protocol for neighbors or guests.
 - Use privacy-safe monitoring tools for noise and occupancy and maintain response logs to document timely action.
8. Train staff and vendors
 - Ensure cleaners, maintenance teams, and after-hours agents understand local rules and escalation procedures.
9. Monitor legislation regularly
 - Keep an eye on Senate and House bills, review city updates at least quarterly to track amendments that affect local requirements.