

# Rental Business License Instructions

## Opening a new business License

Please complete the Town's "Rental Packet Agreement" (<https://www.kiawahisland.org/business-licenses/>) and email it to [kdubois@kiawahisland.org](mailto:kdubois@kiawahisland.org). Rental management copies must have the owner's signature authorizing them as their agent.

We will set up your new account information and invoice the appropriate party.

You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

**Note:** You need to sign up for the online service portal if you do not have an account. The online service portal and registration instructions can be accessed on the "Online Services" page on Town website (<https://www.kiawahisland.org/businesses/online-services/>).

## Closing a business License

When a rental is coming off the market, you need to immediately do a final return to close out that business license with the Town.

To do this, use the "Class 7 2018 Business License Form" and mark "Final Return" on it (<https://www.kiawahisland.org/business-licenses/>).

You would report whatever final revenue that you will make off the rental that was not accounted for when you renewed the license at the beginning of the year.

You will receive an email about payment after all information has been verified. Click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)

## Renewing a business License

1. Once logged into portal, click the "Home" link at the top of the page.



- Once inside scroll down to the **“Businesses”** box and click on your company name in blue that you want to renew.

Shay Jay Businesses

Change Filter

Company Name	DBA	Company Type	Status	District	Business Type
<a href="#">Eutawville Construction Co</a>		Partnership	Active	Island, SC	
<a href="#">Eutawville Construction Co</a>		Limited Liability Company	Active	Kiawah Island, SC	

- Scroll down to the **“Business Licenses”** tab and click on **the business license number for the last year it was renewed.**

Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
<a href="#">BL008135-01-2018</a>	Business License	2018	Class 8	Issued	1/30/2018	1/30/2018	12/30/2018
<a href="#">BL006144-05-2017</a>	Business License	2017	Class 8	Expired	5/15/2017	5/15/2017	11/30/2017
<a href="#">BL000023-01-2016</a>	Business License	2016	Class 8	Expired	4/12/2015	4/12/2015	12/30/2015

- Click on **“Renew License”** on the right of the page under the picture.
- Under the **“General/Additional Info”** tab enter the **“# Decals Needed”** (Hint: These are the business license decals, not gate passes. You can put **“0”** if do not want any. Also, there is no additional charge to business license for these.)
- Under the **“Calculate”** tab enter the **“Reported Receipts”** (Hint: **This is Kiawah Gross Receipts only. Put no commas or dollar signs. Do not put anything in original estimated receipts, allowed deductions, actual gross receipts, or estimated receipts boxes because it will confuse the automatic system calculation).**
- Click **“upload”** to attach a signed copy of the **“Rental Acknowledgement Form”** that can be found on **“Business License”** page of Town website. Rental companies can sign this on- the-behalf of their clients.

8. Click **“Calculate Fee”** and **“Next”**. On the next page click **“Confirm and Renew”** to submit your business license renewal.
  
9. You will receive an email about payment after all information has been verified, click on the link provided in the email and log back into the Citizens Self Service Portal to see your invoice and submit payment. (Hint: If you not receive the email within 24 hours of submitting the business license for review then call the Town Hall for assistance at 843-768-9166.)