



**Organizzazione Turistica Regionale  
Bellinzonese e Alto Ticino**  
[www.bellinzonaevalli.ch](http://www.bellinzonaevalli.ch)  
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## **I WANT TO RENT MY SECONDARY RESIDENCE FOR TOURIST PURPOSES: WHAT SHOULD I DO?**

### **LEGAL BASIS**

The main local regulations governing the rental to third parties for tourist purposes or for stays of less than 3 months of non-residents in the municipality are the following:

- **Tourism Law (Ltur) 7.5.1.1** (of 25 June 2014)
- **Regulation of the Tourism Law (RLtur)**
- **Executive decree on tourism taxes** (of 14 September 2016)
- **Regulation governing guest notifications to the Police 942.120** (dated 11 November 2003)
- **Hotel and Catering Law (Lear)** (of 1. June 2010)
- **Regulation of the Law on Hotel and Catering (RLear)** (of 16 March 2011)

### **GLOSSARY<sup>1</sup>**

- **TOURIST TAX:** The tourist tax is intended exclusively for the financing of tourist infrastructure, tourist assistance, information and entertainment. Are subject to the tourist tax all persons staying in a Municipality that is not the one of residence according to the Swiss Civil Code, such as guests in hotels, guesthouses, youth hostels, restaurants with accommodation, campsites, accommodation for groups, huts, apartments and holiday homes, campers and other similar establishments or vehicles. Accommodation providers are responsible for collecting the tourist tax and paying it back to the OTR (Regional Tourist Organization).
- **PROMOTION TAX:** The promotion tax is intended to finance the promotion activities of the tourist product. All accommodation providers (including room rentals and BnBs) are subject to payment of the tax.

<sup>1</sup> Fonte: Ticino Turismo <https://www.ticino.ch/it/hospitality/airbnb/glossario.html>

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## PROCEDURE

### 1. REQUEST AUTHORIZATION TO MANAGE

No permit is required in the Canton of Ticino as long as up to 2 beds are available. Accommodation with more than 3 beds is subject to the [Law on Hotel and Catering \(Lear\)](#).

For private individuals who simply rent out their secondary residence, authorisation as a "Guest house rental" (see RLear Art 18) is sufficient, in which no diplomas or special permits are required, but a certificate of suitability from the town hall is sufficient.

Authorizations are handled directly by the Cantonal Administrative Police Section, Bellinzona Authorization Service (tel. +41 91 814 73 71, email [servizio.autorizzazioni@polca.ti.ch](mailto:servizio.autorizzazioni@polca.ti.ch)) which, depending on your request, will inform you about the necessary documents.

### 2. NOTIFICATION OF GUEST TO THE ADMINISTRATIVE POLICE

Guests must be notified to the police within 24 hours from their arrival. Up to 5 beds in the rented accommodation can be notified either through the "Guest Notification to the Police" booklet which can be obtained at one of our counters (on the cover of the booklet there are instructions on how to proceed) or online [www4.ti.ch](http://www4.ti.ch), above 5 beds is only possible online.

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### 3. NOTIFICATION OF OVERNIGHT STAYS AT THE LOCAL OTR

The owners of rented apartments or houses are responsible for collecting tourist taxes and paying them to the Regional Tourist Organization. It must be paid in full, i.e. the **total amount of CHF 3.25** per overnight stay and per person.

This is divided into:

- **CHF 2.00 tourist tax**, to be paid by the guest
- **CHF 1.25 tourist promotion tax**, to be paid by the accommodation provider (Ltur, Art. 23)

Children under the age of 14 are exempt from tax.

Notification is made by means of an **overnight stay notification** form provided by our organisation. This must be submitted monthly, semi-annually or annually (depending on the number of overnight stays) **by the 5th of the following month (if annually by the 5th of January of the following year)**.

For overnight stays of more than 3 months, Art. 21 para. 6 of the Law is applied, in which case a flat rate of CHF 70 per bed is charged (without exemption for children under 14 years of age).

### PROMOTION AND ADVANTAGES

By providing a descriptive text and at least 4 images in high resolution, you can be present for free on our website with a dedicated page, and respectively in the online accommodation list that is produced by OTR BAT every year.

In addition, the **GUEST CARD** is delivered, a welcome gift for tourists staying in the region. A complementary offer that offers various advantages to all guests staying at your facilities; hotels, campsites, huts, B&B, holiday homes and apartments, cottages or group accommodation, where not everyone benefits from the discounts offered by the Ticino Ticket. Guest Cards can be collected from all our InfoPoint. For more information about [Ticino Ticket](#), please contact us at our offices.

It is also possible to receive photo/video material realized by OTR BAT to promote the territory and the respective activities.

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