



HOSTED RENTAL APPLICATION

Type: Homeowner (Primary Residence) _____ Long-Term Tenant: _____

Site Address: _____

Assessor's Parcel Number: _____

Please list all persons with ownership interest in the property. Properties owned by corporations, companies, partnerships or trusts require submittal of documentation identifying all owners, members or other parties with interests. Provide additional pages if necessary. All property owners shall sign the application or provide written authorization for this application.

Property Owner/Applicant Name: _____

Owner Phone #: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Email Address: _____

The tenant will be considered the primary point for correspondence and contact from the City. By signing and authorizing this application, all property owners consent to the contact person listed below as the responsible party for all correspondence with the City regarding this application. Please contact the City Permit Center to update contact information if necessary in the future.

Tenant/Applicant Name: _____

Tenant Phone #: _____

Tenant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Tenant Email Address: _____

Hosted Rental Property Information:

Occupancy: _____

Total Number of Bedrooms: _____ Number of Bedrooms to be rented: _____

Number of Off-Street Paved Parking Spaces: _____

Trash Pick-Up Day: M T W TH F Outdoor Hot Tub: Yes No

Name of all advertising platforms to be used to advertise: _____

By signing and submitting this application, the applicant agrees to the following:

1. Permittee and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, and employees from any claim, action, or proceeding (collectively referred to as "Proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve this permit, and any related approvals including certifications under CEQA. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such Proceeding. The City may elect to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification. In the event of such election, Applicant and legal owner of the property shall pay all of the costs related thereto, including without limitation reasonable attorney's fees and costs.
2. That all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.
3. To comply with all City ordinances and State laws relating to building construction for any and all aspects of the project proposed in this application.
4. Employees, agents, and/or consultants of the City of South Lake Tahoe are authorized to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of South Lake Tahoe. Provide additional pages if necessary.

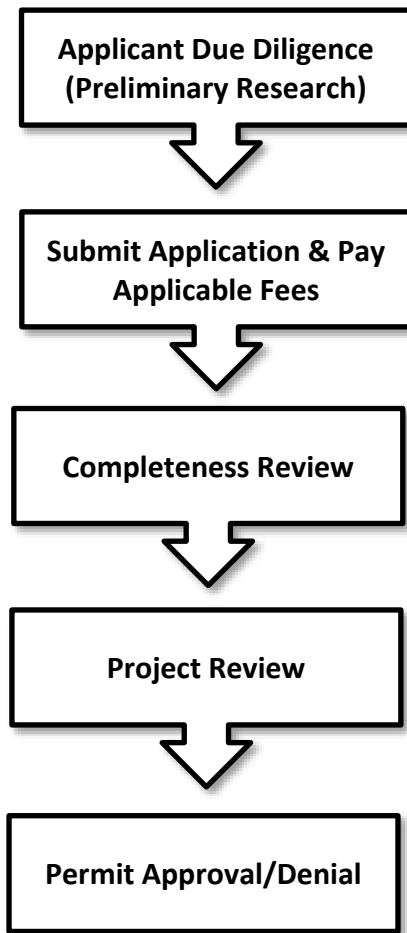
Property Owner Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____

Staff Use Only

Amount Paid: _____ **Received By:** _____ **Date:** _____

APPLICATION REVIEW PROCESS



Prior to application submittal the applicant should conduct basic research and contact the Vacation Home Rental Program at (530) 542-6011. or hostedrentals@cityofslt.us.

YOU ARE HERE!

Within fourteen (14) days of submission your application will have been reviewed for completeness. If your application is deemed incomplete, the project reviewer will contact you to request additional information required to proceed with the review.

A thorough review of your application will be completed in order to determine compliance with applicable laws from City departments and other agencies of jurisdiction.

Once the review phase is complete, the permit will be approved or denied. If approved, the application with City approval signature, which serves as the Hosted Rental Permit, will be sent to you. **You may not begin advertising or renting as a Hosted Rental until the approval is issued.**

Decisions may be appealed within 15 days. The appeal shall be filed with the City Clerk and shall include applicable fees.

Once permitted, a Hosted Rental may begin advertising and operating. Transient Occupancy Taxes are required to be submitted to the City quarterly.

Hosted Rental Permits must be renewed annually prior to the expiration of the existing Permit.

Hosted Rental Types

Individual project applications will be reviewed to determine consistency with the City’s General Plan, Area Plans, Community Plans, Plan Area Statements, the City of South Lake Tahoe City Code, and other regulatory documents. More information on the different types of development applications are provided below:

I. Homeowner Hosted Rental (City Code Section 6.55.295 B.)

A person or persons that own a dwelling and claims that dwelling as their principal place of residence. A “homeowner” may also be a personal or family trust consisting solely of natural persons. Business entities are excluded from the definition of “homeowner.”

II. Long-Term Tenant Hosted rental (City Code Section 6.55.295 B.)

The tenant must reside in a dwelling either: (a) under a lease with a term of two years or more; or (b) with proof of tenancy under multiple consecutive leases adding up to two years or more. The tenant must also have the homeowner’s permission to operate a hosted rental and claim that dwelling as their principal place of residence.

Permit Submittal Requirements

The table below indicates the submittal requirements and review process required. For information on fees, refer to the Fee Schedule which is available [online](#) or at the Permit Center (1052 Tata Lane).

Application Requirements			
Hosted Rental Type	Homeowner	Included	Long Term Tenant
			Included
Application	X		X
Property Owner Tax Exemption or Affidavit of Principal Place of Residence*	X		
Minimum 2-year Lease Agreement and Affidavit of Principal Place of Residence*			X
Self-Certified Inspection Checklist	X		X
Performance Standards Acknowledgement	X		X
Application Fees	X		X

*Affidavit of Principal Place of Residence attached at end of this packet. **Must be notarized.**

Self-Certified Inspection Checklist	Check
Building permit compliance. The rental has been constructed, altered and maintained with a valid building permit.	<input type="checkbox"/>
Detached structures, garages, laundry rooms, attic spaces, storage closets, pantry's, and other non-habitable spaces are not to be used for sleeping purposes.	<input type="checkbox"/>
Posted street address visible from street (CFC 505.1). New and existing buildings shall have approved address numbers, building numbers or approved <ul style="list-style-type: none"> o building identification placed in a position that is plainly legible and visible from the street or road fronting the property. 	<input type="checkbox"/>
Portable fire extinguishers Type 2-A-10-BC (CFC 906.1) (PCC8.16.1). Fire extinguisher shall be installed on each floor in plain view and annual testing performed with tag attached shall be located in a conspicuous location where they will have ready access and be immediately available for use. Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of the extinguishers. Extinguishers shall be of a type that can be serviced yearly.	<input type="checkbox"/>
The proper installation and maintenance of smoke alarms within the expiration date noted on the alarm is required (CFC901.5). Smoke alarms shall be installed in each sleeping area and outside each sleeping area within immediate vicinity such as a common hallway or room and on each floor.	<input type="checkbox"/>
Handrails and guard rails properly maintained as originally installed.	<input type="checkbox"/>
Carbon monoxide alarms (CFC901.5) Carbon monoxide alarms shall be operable and installed outside each sleeping area such as a common hallway or room and on each floor (CFC 901.5)	<input type="checkbox"/>
Fire sprinkler systems (if applicable) Fire sprinkler systems shall be in operable condition at all times. (CFC901.4.1)	<input type="checkbox"/>
Minimum bedroom requirements. Bedrooms shall be a minimum of 70 square. All bedrooms must contain at least one egress windows with an opening of at least 5.7 square feet which have at least a 24-inch opening and are at least 20 inches wide and a sill height of not more than 44 inches (CFC1030.2) (CRC R310).	<input type="checkbox"/>
Breaker Panel shall be clearly marked and indicating all circuits and shall not be blocked from access.	<input type="checkbox"/>
Cell phone service. If located in an area with inadequate cellular service, you must provide a working landline phone, Voice Over Internet Protocol or monitored alarm system.	<input type="checkbox"/>
There shall be a sign posted in a conspicuous location inside the unit that clearly displays the Building address, the local emergency contact's name and number, and all other pertinent emergency contact numbers. The interior signage must also include information or a floor plan showing primary and secondary egress, location of fire extinguishers, procedures to follow in the event of an emergency, outside meeting place, and other life safety instructions shall be displayed in a permanent location for guests.	<input type="checkbox"/>
Acknowledgement of Performance Standards.	<input type="checkbox"/>

The applicant affirms, under penalty of perjury, that the above has been complied with; the information contained herein is true and correct to the best of his/her knowledge and belief and agrees to hold the City harmless for any damages resulting from applicant's misrepresentation, intentional or otherwise.

Property Owner Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____

Performance Standards

- The homeowner or tenant shall be available by telephone to respond to complaints regarding the Hosted Rental and shall be available to respond in person to complaints within sixty minutes. The homeowner or tenant listed on the application shall stay overnight at the dwelling while it is being used as a Hosted Rental.
- The homeowner or tenant may only enter into a Hosted Rental contract with one party at a time during the same rental period.
- The Hosted Rental Permit number shall be included on all advertisements and the entire home shall not be advertised as available for rent.
- The maximum number of guests allowed in a Hosted Rental shall not exceed two people per hosted bedroom and shall not exceed six total guests. Children five and under are not counted toward maximum occupancy. Rental to unaccompanied minors under the age of 18 is prohibited.
- Limit of vehicles associated with the Hosted Rental use is determined by the number of paved off-street parking spaces dedicated for use by guests, not to exceed two vehicles.
- Outdoor amplified sound is prohibited. Quiet hours are from 10:00 pm to 8:00 am. Use of outdoor spas and hot tubs is prohibited during quiet hours.
- Events such as weddings and receptions are prohibited.
- All required Transient Occupancy Tax (TOT) payments shall be made on time. For information on paying TOT visit <http://www.cityofslt.us/452/Transient-Occupancy-Tax>.
- Homeowner or tenant shall maintain records of every night that the Hosted Rental is rented. Records must include the name and contact information of the guest signing each rental contract, the number of occupants under each rental contract for a period of three years, and shall provide such records to the City within 15 business days of receiving a written request.
- Homeowner or tenant shall go over these performance standards with guests prior to or during their stay.
- The Performance Standards shall be included in the Hosted Rental Agreement and shall be posted inside the Hosted Rental in a location readily visible to all guests.

SIGNATURES

I have read and understand the applicable requirements and standards contained in sections 6.55.295 of the City Code, the conditions of approval, if any, and agree to comply with them. As the owner of the property subject to this application, I am providing permission for the tenant listed on this application to use the property as a Hosted Rental.

Property Owner Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____

Hosted Rental Permits must be renewed annually prior to the expiration of the existing permit.

Staff Use Only

Site Address: _____ APN: _____

Dwelling Type: Single Family Dwelling Condominium

Plan Area Statement: _____

Proof of Ownership:

- Homeowner's Tax Exemption
- Property Owner Written Statement

Tenant:

- Copy of Lease Agreement
- Tenant Written Statement

APPROVED: **DENIED:** **REASON DENIED:** _____

Planner Printed Name: _____

Planner Signature: _____ **Date:** _____

Permit Number: _____ **Permit Expiration Date:** _____



CITY OF SOUTH LAKE TAHOE

Development Services Department, Planning Division

1052 Tata Lane, South Lake Tahoe, CA 96150

Phone (530) 542-6011 • Fax (530) 541-7524

Web address: www.cityofslt.us

Email: hostedrentals@cityofslt.us

AFFIDAVIT OF PRINCIPAL PLACE OF RESIDENCE

Under the penalty of perjury, I attest that the property at _____
for which I am submitting an application to operate a hosted rental under South Lake Tahoe
City Code section 6.55.295 is my “principal place of residence” (in other words, my main home)
under the factors set forth by the Internal Revenue Service (**check all that are applicable**):

- This property address is the only home I live in.
- This property address is where I am registered to vote.
- This property address is used on my federal and state tax returns.
- This property address is listed on my driver’s license or car registration.
- This property address is on file with the U.S. Postal Service.

I declare under penalty of perjury that the foregoing statements and answers herein contained
are in all respects true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Print name: _____

ALL-PURPOSE ACKNOWLEDGMENT AND AFFIDAVIT

A notary or public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____

(Insert Name of Notary Public and Title)

Personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person whose names is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person executed the instrument.

I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Signature of Notary Public

Place Notary Seal Above



ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM

Credit Card Authorization Form may be used for immediate project intake.

Fees may alternatively be calculated by staff at intake. Project cannot be taken in until fees are collected. For assistance in calculating your fees prior to project submittal, please contact the Permit Center.

ADDRESS OF PROPERTY _____

APN _____ UNIT # _____

Sign and complete this form to authorize City of South Lake Tahoe to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I, _____, authorize **City of South Lake Tahoe** to charge my credit
(full name)

card for the permit in which I am applying, on or after _____. This payment is for

(Select one): Building Permit Planning Permit Hosted Rental/QVHR Permit

at _____
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (3 digit number on back of Visa, MC, Discover; 4 digits on front of AMEX) _____

SIGNATURE: _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.