



## HOSTED RENTAL APPLICATION

Site Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

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### Property Owner Information

*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 Name: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Responsible for TOT:  Yes  No

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### Tenant Information

Applicability:  Yes  Not applicable

*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 email [hostedrentals@cityofslt.us](mailto:hostedrentals@cityofslt.us) to update contact information if necessary in the future.*

Tenant Name: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

Tenant Email Address: \_\_\_\_\_

Tenant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Responsible for TOT:  Yes  No

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**Hosted Rental Property Information**

Total Number of Bedrooms: \_\_\_\_\_ Number of Bedrooms to be Rented: \_\_\_\_\_

Number of Off-Street Paved Parking Space: \_\_\_\_\_

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

Name of all platforms to be used for advertising:

Renewal?  Yes  No If yes please provide permit number: \_\_\_\_\_

The property will be occupied and managed by the:  Owner  Tenant

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**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:** \_\_\_\_\_

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## 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).

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

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

Self-Certified Inspection Checklist	Check
Building permit compliance. I have reviewed the building permit records and the rental has been constructed, altered and maintained with a valid building permit.	
Detached structures, garages, laundry rooms, attic spaces, storage closets, pantry's, and other non-habitable spaces are not to be used for sleeping purposes.	
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"> <li>• building identification placed in a position that is plainly legible and visible from the street or road fronting the property.</li> </ul>	
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.	
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.	
Handrails and guard rails properly maintained as originally installed.	
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)	
Fire sprinkler systems (if applicable) Fire sprinkler systems shall be in operable condition at all times. (CFC901.4.1)	
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).	
Breaker Panel shall be clearly marked and indicating all circuits and shall not be blocked from access.	
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.	
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.	
Acknowledgement of Performance Standards.	

**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.

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### 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.*

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## Hosted Rental Permit

*This page in addition to the whole application (page 1-7) acts as the permit if approved, please keep with your records.*

### Staff Use Only

Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

Dwelling Type:  Single Family  Condominium

Plan Area Statement: \_\_\_\_\_

Proof of Ownership:

Homeowner's Tax Exemption  
OR

Affidavit of Principal Place of Residence

Proof of Tenancy:

Minimum 2-year Lease Agreement  
AND

Affidavit of Principal Place of Residence

Amount Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Reason Denied: \_\_\_\_\_

Planner Printed Name: \_\_\_\_\_

Planner Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

Maximum Number of Occupants Allowed: \_\_\_\_\_

***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.***



### **AFFIDAVIT OF PRINCIPLE 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:

- 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 the 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

Other \_\_\_\_\_ at \_\_\_\_\_  
(Property Address)

Billing Address \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CV2 (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.*