



## City of Del Rey Oaks

650 Canyon Del Rey Rd., Del Rey Oaks, CA 93940

Tel: (831) 394-8511 | Fax: (831) 394-6421

www.delreyoaks.org

## Short Term Rental License Application

DROMC Chapters 5.24, 17.08, 17.12 and 17.28

Application Type: ☐ Home Share ☐ Whole Home ☐ New ☐ Renewal (license #)

### SEC I: Unit Information

Property Address  Unit/Suite/Apt #   
Total number of bedrooms  Total number of onsite parking spaces (e.g. garage, driveway, etc)

### SEC II: Applicant Information (Required)

☐ Owner

Name  Phone  Email   
*Permanent Address* *Mailing Address (if different)*  
Street  Street   
City  City   
State  Zip  State  Zip

### SEC III: STR Host Information (The owner/primary applicant may elect to appoint a site manager)

Name  Phone  Email   
*Permanent Address* *Mailing Address (if different)*  
Street  Street   
City  City   
State  Zip  State  Zip

### SEC IV: Transient Occupancy Tax (TOT)

Primary contact person for collecting and remitting TOT ☐ Applicant ☐ Site Manager ☐ Other (describe below)

Name  Phone  Email

### SEC V: Online Hosting Platforms Information

Primary contact person for guests and managing bookings: ☐ Applicant ☐ Site Manager ☐ Other (describe below)

Please check all online hosting platforms on which you plan to list your home:

☐ Airbnb ☐ VRBO ☐ TripAdvisor ☐ Flipkey ☐ HomeAway ☐ Other

**Note:** All online listings must include the City-issued license number in the main title or property description areas of online listings. Existing Home Sharing License holders must provide a list of all online listing ID numbers and/or URLs via email to [kminami@delreyoaks.org](mailto:kminami@delreyoaks.org). First-time applicants must provide a list of all online listing ID numbers and/or URLs via email to [kminami@delreyoaks.org](mailto:kminami@delreyoaks.org) as soon as a listing has been created.

I certify under penalty of perjury that the information provided in this application is true and correct. I agree to notify the City of Del Rey Oaks of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed Chapters 5.24, 17.08, 17.12 and 17.28 of the Del Rey Oaks Municipal Code (DROMC) which pertains to my use of the Home Sharing License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapters 3.20 of DROMC. I consent to an inspection of the property to verify any information in this application or at any time to assess compliance with DROMC Chapter 5.24.

Owner's Signature (required) \_\_\_\_\_

Date \_\_\_\_\_

Site Manager's Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



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### Affidavit - Self Certification of Installation of Smoke/ Carbon Monoxide Alarm(S), And Fire Extinguishers

Property Address

License #

Section 314 and 315 of the California Residential Code (Title 24, Part 2.5 California Code of Regulations) and Chapters 5.24, 17.08, 17.12 and 17.28 of the Del Rey Oaks Municipal Code require that:

- i) A battery operated smoke alarm(s) be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.
- ii) A smoke alarm and carbon monoxide alarm shall be installed on each story and in the basement when a dwelling unit has more than one story, and in dwellings with basements.
- iii) A carbon monoxide alarm shall be installed outside of each sleeping unit in the immediate vicinity of the bedroom (s).
- iv) Fire extinguishers are accessible to protect the health and safety of the occupants of the rental site.

As owner of the above referenced property, I hereby certify that I have read, and understood Sections 314 and 315 of the California Residential Code, and Chapters 5.24, 17.08, 17.12 and 17.28 of the Del Rey Oaks Municipal Code and certify that the battery operated smoke alarm(s) and carbon monoxide alarm have been installed and that fire extinguishers are accessible to protect the health and safety of the occupants of the rental site in accordance with the manufacturer's instructions and in compliance with Section 314 and 315 of the California Residential Code and Chapters 5.24, 17.08, 17.12 and 17.28 of the Del Rey Oaks Municipal Code. The battery operated smoke alarm(s) and carbon monoxide alarm have been tested and are operational. I declare under penalty of perjury that the foregoing is true and correct.

Owner's Signature (required) \_\_\_\_\_

Date \_\_\_\_\_



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### Owner Responsibility Form

Property Address

License #

Unit/Suite/Apt #

#### Please read and initial all items

*Provided that my Short Term Rental Permit is granted/renewed, I consent to comply with all of the terms, conditions and requirements of the Short Term Rental Permit including, but not limited to, the following:*

- ☐ 1) I understand that neither bedrooms nor bathrooms shall contain cooking facilities.
- ☐ 2) I understand the Short Term Rental Permit expires on September 30th each year, renewal of this license is not guaranteed, and the penalty for operation without a license is 100% forfeiture of rents received.
- ☐ 3) I understand that the Short Term Rental Permit does not transfer with the sale of property.
- ☐ 4) I agree to maintain a valid Short Term Rental Permit at all times, and agree to pay 10% Transient Occupancy Tax (TOT) to the City on a Quarterly basis – no later than the 15th day of the month following the close of each reporting period or in the manner and form as required by the City.
- ☐ 5) I agree to maintain a guest log book that includes the name, home address, phone number, license plate number if traveling by car, and dates of stay of tenants.
- ☐ 6) I agree to post the Short Term Rental License inside the rental unit at all time.
- ☐ 7) I agree to include my Short Term Rental Permit number in an easy to find and conspicuous location within all advertisement (online or otherwise) but will not post short-term rental availability on site.
- ☐ 8) I agree to provide the City with listing IDs and/or hyperlinks for all online listings within 14 days each time a listing is created or modified.
- ☐ 9) I agree to immediately inform the City of any change in my or the site manager's contact information, or any material fact upon which the STR license is granted.
- ☐ 10) I consent to a follow-up inspection of the STR unit to ensure the accuracy of information provided to the City, and agree to reimburse the City for all building inspection costs.

Owner's Signature (Required) \_\_\_\_\_

Date \_\_\_\_\_

Site Manager's Signature \_\_\_\_\_  
(If Applicable)

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_