

Short-Term Rental Application Attachment Checklist

- **Property Owner Consent.** If the applicant/primary occupant is a tenant, a signed statement from the property owner indicating the owner's approval of the use of the property as a short-term rental must be submitted.
- **Lease Agreement.** If the applicant is a tenant, a copy of the lease agreement demonstrating that the applicant is the primary occupant under a long-term lease must be submitted.
- **Proof of Insurance.** Please submit proof of general liability insurance of at least \$1,000,000 that covers the applicant's short-term rental operations during the term of the short-term rental permit.
- **Proof of Residency.** Please submit proof of legal residence of the Applicant in the form of two of the following: 1) a valid California Driver's License or California Identification Card; 2) Voter registration; 3) Vehicle registration; or 4) Previous year's W-2 Form or Tax Return.
- **Safety Declaration.** The applicant must submit a signed safety declaration. Alternatively, the applicant may request City inspection of the residence and the rented rooms to verify they meet all building codes and consist of legally existing bedrooms and habitable spaces. A \$200 residential rental safety inspection fee is required.