

SHORT-TERM RESIDENTIAL RENTAL REGISTRATION



Applicant Information

Name: This is the primary contact person for guests.

Email Address: Phone:

Current Address (including Unit #):

Zip Code: Lot/Block: Zoning District:

Own Rent (Please check) Monthly payment or rent: \$

How long have you been a San Francisco resident? Years: Months:

Managing Agent Information (if applicable)

If another person will be managing your bookings and/or interactions with guests, list the agent, or representative's information in this section.

Agent Name: This is the primary contact person for guests.

Agency Name:

Address: City/State: Zip Code:

Email Address: Phone:

Unit Information

How long have you resided at this address? Years: Months:

What is your maximum guest occupancy? _____ guest maximum when I am present _____ guest maximum when I am not present

HCU: Bedrooms: Is this unit rent controlled? Yes No

Rental Information

How do you intend to rent your unit? (Please check one)

Renting individual room(s) when I am present for approximately _____ nights/year **OR**

Renting my entire unit for approximately _____ nights/year (maximum 90 nights) **OR**

Renting both my entire unit (max. 90 nights) for approximately _____ nights/year when I am not present **and** renting individual rooms when I am present for approximately _____ nights/year.

How many rooms do you plan to rent to guests?

_____ rooms when I am also present

_____ rooms when I am not present

Please list any and all online hosting platforms on which you plan to list your unit, including personal webpages:

Sign Here Signature of applicant:

Date:

AFFIDAVIT

SHORT-TERM RESIDENTIAL RENTAL REGISTRATION

I authorize, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete. I certify that I have reviewed Chapter 41A of the Administrative Code (the Residential Unit Conversion and Demolition Ordinance) and the Planning Code, and its limitations, conditions and stipulations, and found nothing that would preclude the use of my property as a short-term residential rental, including verifying that I have no known City code violations. Furthermore, I certify that I will comply with all limitations, conditions and stipulations of the Short-Term Residential Rental Ordinance including but not limited to: Residing in the registered unit for no less than 275 nights of any given calendar year; maintaining records for two years which demonstrate compliance with the Short-Term Residential Rental Ordinance; paying all applicable taxes; maintaining a valid business registration certificate; maintaining adequate liability insurance coverage; posting the issued registration number on all listings; remaining in compliance with all applicable City codes; posting clearly printed signs inside the front door of the unit that provide information regarding the location of all fire extinguishers in the unit and building, gas shut off valves, fire exits and pull fire alarms; and, reporting annually to the Department, the number of nights the residential unit has been rented as a short-term residential rental. Additionally, if my unit is rent controlled, I certify that I will adhere to the rent limitations set forth by Section 37.3 of the San Francisco Rent Ordinance. I understand that failure to comply with any of the above listed conditions, in addition to those set forth in the Short-Term Residential Rental Ordinance, will be cause for enforcement action by the Department, resulting in the accrual of fines and penalties and/or prohibition from the Short-Term Residential Rental Registry.

Sign Here

Signature of applicant: _____	Date: _____
-------------------------------	-------------

Office Use Only:

Registration #: _____	Application #: _____
-----------------------	----------------------

Forms of ID Presented:

<input type="checkbox"/> Driver's License	Date Issued on DL: _____	Date Expires on DL: _____
<input type="checkbox"/> State ID Card	Date Issued on ID: _____	Date Expires on ID: _____
<input type="checkbox"/> Homeowner's Tax Exemption	Date of Receipt: _____	
<input type="checkbox"/> Voter Registration	Date Issued: _____	
<input type="checkbox"/> Vehicle Registration	Date Issued on VR: _____	Date Expires on VR: _____
<input type="checkbox"/> Utility Bill	Type: _____	Date of Bill: _____
<input type="checkbox"/> Additional Utility Bills <i>(does not count as additional form)</i>	Type: _____	Date of Bill: _____
<input type="checkbox"/> Vehicle Insurance	Date Issued: _____	Date Expires: _____
<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____		

Business License Information:

Date Issued: _____ Business Name: _____

Insurance Information:

Carrier: _____ Policy Type: _____
Date of Coverage: _____ Amount of Coverage: _____

SHORT-TERM RESIDENTIAL RENTAL REGISTRATION



All applicants shall submit as many as possible of the following documents to be reviewed by the Office of Short-Term Rental staff to verify the applicant’s residency. Staff reserves the right to refuse applications where materials are found to be incomplete or inaccurate.

SECTION A:

All numbered items are required of every applicant:

1. An active Business Registration Certificate issued by the San Francisco Treasurer and Tax Collector’s Office
2. Application for Short-Term Residential Rental Registration
3. Proof of liability insurance in the amount of no less than \$500,000 (unless utilizing a Hosting Platform that provides equal or greater coverage)
4. Affidavit of agreement to abide by all conditions of the Short-Term Residential Rental Registration
5. Current Driver’s License or State Issued ID Card
6. A check made out to the “San Francisco Planning Department” for the amount of \$250.00

Additionally, if you are not the property owner:

7. A copy of your lease or rental agreement

SECTION B:

All applicants should submit as many as possible of the following documents listed. *At a minimum, all applicants are required to submit at least two documents from Section B.*

1. Proof of address of the unit you wish to register
2. Proof of a Homeowner’s Tax Exemption*
3. Original utility bill issued by a public utility or PG&E, including the payment stub showing the address of the unit you wish to register**
4. Proof of Vehicle Registration with the address of the unit you wish to register
5. Proof of car insurance with the address of the unit you wish to register
6. Voter Registration Card or Voter Registration Certificate with the address of the unit you wish to register

* Accepted as a form of residency confirmation only if the Homeowner’s Tax Exemption is for a property that is either a single-family dwelling or condominium.

** No copies, no printouts. You may only use utility bills as one form of residency confirmation. Cable, cell phone, and internet bills do not qualify.