



City of Guadalupe Short- Term Rental Registration Application
REGISTRATION MUST BE COMPLETED ANNUALLY

A short-term rental is use or possession of or the right to use or possess any dwelling unit, or portions thereof in any dwelling unit, for residing, sleeping, or lodging purposes for less than thirty (30) consecutive calendar days, counting portions of days as full calendar days.

Address of short-term rental: _____

A **host** is any person(s) who, or entity that, is the owner of record of residential real property on which a dwelling unit, or portion thereof, is offered for short-term rental either through a hosting platform or individually as an operator.

Host name: _____ **Address:** _____

Phone: _____ **Email:** _____

In a **hosted short-term rental**, the host resides and maintains a physical presence during the short-term rental period, including being present on the property between the hours of 10:00 p.m. and 6:00 a.m. each day of the short-term rental period.

Will this short-term rental be **hosted**?

Yes

No (requires **Administrative Use Permit and local contact person**)

Local contact person for unhosted stay: Hosts must identify a **local contact person** to be available twenty-four hours per day, seven days per week during any unhosted stay. Local contact persons have additional duties as specified by Chapter 15-22 of the Guadalupe Municipal Code.

Local contact person name: _____

Address: _____

Phone: _____ **Email:** _____

Acknowledgement

I hereby acknowledge that the short-term rental at the address above complies with the City of Guadalupe Municipal Code, in particular the requirements of Chapter 15-22, the Guadalupe Zoning Ordinance and applicable health and safety standards.

Printed name

Signature

Date: _____

For City Use:

Approved by: _____ Date: _____ Expiration Date _____

Zoning: _____ Short-term rental registration number: _____

OPERATING STANDARDS AND REQUIREMENTS FOR SHORT-TERM RENTALS

A. Legal Dwelling. Short-term rentals may only occur within legal dwelling units with no open code compliance cases.

B. Business license: Any property used as a short-term rental requires approval of a City business license.

C. One Short-Term Rental Allowed Per Host: A Host may only operate one short-term rental in the City of Guadalupe.

D. Annual Limit. A dwelling unit may be occupied as an Unhosted short-term rental for no more than one hundred twenty (120) days per calendar year. There is no limit on the number of days a primary residence may be occupied as a short-term rental where the Host is present. For purposes of this Chapter, a Host is considered present when they are on the premises at all times between the hours of 10:00 p.m. and 6:00 a.m.

E. Local Contact Person. For Unhosted short-term rentals, Hosts shall identify to all guests and all occupants of neighboring properties a local contact person to be available twenty-four (24) hours per day, seven (7) days per week during the term of any unhosted stay. The designated local contact person shall:

1. Respond within thirty (30) minutes to complaints regarding the condition or operation of the dwelling unit or the conduct of guests; and
2. Take remedial action to resolve such complaints.
3. The local contact person shall be required to have the names of all persons who have the permission of the property owner(s) to be at the property for each short-term rental. In addition, the local contact person shall be required to have the license plate numbers for all vehicles permitted to park onsite during the time period of each short-term rental. The local contact person shall promptly provide this information any member of the Police Department upon request.

F. Parking. Parking shall be limited to on-site which may require that a garage be required to be made available for renters. All renters' vehicles shall be required to display a sign on the dashboard of the vehicle indicating that it is permitted to be there by permission of the property owner with the dates of the rental period listed.

G. Special events. Weddings, corporate events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise, or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.

H. Outdoor space/noise: If an Unhosted short-term rental has outdoor space such as a patio, balcony, courtyard, etc., the Host shall require renters to cease using such outdoor space no later than 9 p.m. on Sundays through Thursdays, and no later than 10 p.m. on Fridays and Saturdays.

I. Transient occupancy tax (TOT). Transient occupancy taxes must be collected for short-term rentals and paid to the City pursuant to Chapter 3.20 of the Guadalupe Municipal Code. Collection of transient occupancy taxes for short-term rentals shall be the responsibility of the Host.