

# Short-Term Rental Registration Form



**City of San Ramon**  
 Planning Services Division  
 2401 Crow Canyon Road  
 Telephone: 925.973.2560  
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Fee: \$100

A **Short-Term Rental** is a dwelling that is leased or rented in full or in part for the purpose of overnight lodging for less than thirty (30) consecutive days. Any person operating a short-term rental in a residential district is required annually to register by completing this form. Properties that contain a Junior Accessory Dwelling Unit (JADU) or an Accessory Dwelling Unit (ADU) are ineligible for Short-Term Rental registration.

## I. RENTAL PROPERTY INFORMATION

LOCATION OF SHORT-TERM RENTAL (*Street Address*) \_\_\_\_\_

WILL THIS SHORT-TERM RENTAL BE HOSTED?  
 "Hosted" means the property owner/agent will be occupying the property when guest(s) are present. Un-hosted short-term rentals are limited to a maximum of 12 weeks per calendar year.

Yes  
 No      If no, specify number of weeks: \_\_\_\_\_

SHORT-TERM RENTAL INFORMATION

1. Website that the short-term rental is listed on: \_\_\_\_\_

2. Title of your short-term rental as listed on the website: \_\_\_\_\_

3. Date your short-term rental was first operational: \_\_\_\_\_

4. Number of off-street parking space, including the garage and driveway space: \_\_\_\_\_

5. Number of bedrooms on property: \_\_\_\_\_

6. Number of bedrooms available for rent: \_\_\_\_\_

## II. PROPERTY OWNER AND OPERATOR/AGENT INFORMATION

**Property Owner**  
 Property Owner Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Short-Term Rental Operator/Agent** (if different from the property owner)  
 Operator/Agent should be available 24/7 to accept telephone calls and respond physically to the short-term rental within thirty (30) minutes when the short-term rental is rented.  
 Operator/Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## III. ACKNOWLEDGEMENTS INITIAL

A. I agree to include the City short-term rental registration number provided with the proof of registration on any written advertisements (whether in paper or electronic form) for use of the short-term rental.	
B. The property is insured for the use of a short-term rental. Proof of insurance is attached to this application.	
C. I agree that someone will be available 24/7 to accept telephone calls and be able to respond physically within 30 minutes when the short-term rental is rented.	
D. This short-term rental is in compliance with all <b>Terms of Use requirements</b> set forth in <b>section IV</b> below.	

**For City Use:**      Approved By: \_\_\_\_\_      Date: \_\_\_\_\_      APN: \_\_\_\_\_  
 Zoning: \_\_\_\_\_      Short-Term Rental Registration Number: \_\_\_\_\_

**IV. TERMS OF USE**

1. The maximum occupancy within the short-term rental is limited to two (2) adults per bedroom.
2. The short-term rental shall not be rented for the purpose of holding special events such as weddings, conferences, parties, etc.
3. All short-term rentals shall be within a habitable structure/dwelling. No tents, RVs, or camping shall be allowed as a short-term rental.
4. The owner/operator of a short-term rental on any given lot may only arrange for one rental contract to take place at any given time on that property.
5. The short-term rental property owner and operator are jointly responsible for ensuring the short term rental complies with all local, state, and federal health and safety requirements, including those regarding smoke detectors, fire alarms and fire extinguishers.
6. The short-term rental property owner and operator are jointly responsible for ensuring the short-term rental complies with all City regulations including those regarding noise, property maintenance, trash, and occupancy.
7. Parking for short-term rentals shall utilize the onsite parking (garage and driveway), as provided for by the property design and layout. Street parking shall be utilized only after the onsite options have been exhausted. No oversized vehicle shall be parked on the property associated with a short-term rental and there shall be no parking on landscaped areas.
8. No signage shall be permitted in association with short-term rentals.
9. The Operator shall register with the City for the collection and remittance of Transient Occupancy Taxes (TOT) associated with the operation of the short-term rental. The Operator shall be responsible for annual payments of TOT less any TOT payments collected by host websites which are subject to a separate agreement with the City.
10. The short-term rental registration is non-transferable.
11. The Operator shall be responsible for providing the renter copies of the Terms of Use and any additional house rules, and ensuring compliance with those standards.
12. The renting of un-hosted short-term rentals shall be limited to a maximum of 12 weeks per calendar year. Hosted short-term rentals, with onsite live-in Operators, are not subject to specific limitations on the renting of rooms, etc.
13. No short-term rentals shall be allowed within a dwelling unit that is subject to an affordable housing agreement which restricts the dwelling unit from being rented.
14. Any modification, improvements, and conversions within the dwelling unit shall comply with the Uniform Building Code and subject to the building permitting process.
15. Properties containing a JADU or an ADU are ineligible for Short-Term Rental registration.

*I certify under penalty of perjury that the above information is true and correct. I understand and agree to abide by the City of San Ramon Zoning Ordinance Section D4-27: Terms of Use. I agree to immediately report if my rental is discontinued and/or any change in ownership or mailing address.*

*I agree to hold harmless, indemnify and defend the City against claims and litigations arising from or related to the issuance of the short-term rental registration.*

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator/Agent's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

<b>For City Use:</b>	Approved By: _____	Maximum # of Occupants: _____	Issued Date: _____
	Short-Term Rental Registration Number: _____	Expiration Date: _____	