



# RENEWAL OF HOSTED SHORT-TERM RENTAL PERMIT

Finance Department | Business License

835 E 14<sup>th</sup> Street, San Leandro CA 94577

510.577.3378 | [BLMessage@sanleandro.org](mailto:BLMessage@sanleandro.org) | [www.sanleandro.org](http://www.sanleandro.org)

RENEWAL PERIOD JANUARY 1, \_\_\_\_\_ to DECEMBER 31, \_\_\_\_\_

Business License # \_\_\_\_\_

Operator Name(s) \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Address of Hosted Short-Term Rental \_\_\_\_\_

San Leandro, CA 9457\_\_ (zip code)

Assessor's Parcel # \_\_\_\_\_

Property Owner(s) \_\_\_\_\_  Same as operator

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### Official Use Only

RENEWED

NOT RENEWED

By: \_\_\_\_\_

(Finance Director)

Date: \_\_\_\_\_

### In Consultation With

(check all that apply)

Chief Building Official

Fire Marshal

CD Director

Police Chief

Other: \_\_\_\_\_

### APPLICANT TO COMPLETE

**No Changes.** I have reviewed **SLMC §4-40-140** and there are no changes in my application materials.

**Changes.** I have reviewed **SLMC §4-40-140** and the following updated application materials are attached:

Copy of ID

Property owner written permission (if renter)

Photos: \_\_\_\_\_

Proof of Residence: \_\_\_\_\_

I have reviewed **SLMC §4-40-130** and the short-term rental conforms to the required standards.

### City Review

No Changes

All updated information attached

(Initial)

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
CD Director

I declare under penalty of perjury that the statements made in this Short-Term Rental (STR) Permit Application are true. I further agree that business shall be conducted in accordance with the San Leandro Municipal Code Title 4, Chapter 40. I understand that the filing of this STR Permit Application and payment of tax does not entitle me to commence or carry on any business in the City of San Leandro until my Business License and STR Permit are approved and issued. Upon issuance of a Business License and STR Permit, it shall be my responsibility to renew the license and permit annually before December 31. I understand that non-hosted short-term rentals and use of accessory dwelling units (i.e., in-law units) as STRs are prohibited.

Operator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

If Operator is different from Property Owner

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

| FINANCE DIRECTOR TO COMPLETE                              |   |
|---|---|
| <input type="checkbox"/> RENEWED - Conditions of Approval | <input type="checkbox"/> NOT RENEWED – Reason for non-renewal |
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You may submit your Hosted STR Application & Permit by email to [BLMessage@sanleandro.org](mailto:BLMessage@sanleandro.org) or by mail to:

City of San Leandro Finance Department  
 ATTN: BUSINESS LICENSE  
 835 East 14<sup>th</sup> Street, Suite 215  
 San Leandro, CA 94577