



# HOSTED SHORT-TERM RENTAL APPLICATION & PERMIT

Finance Department | Business License

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

510.577.6021 | [cashiers@sanleandro.org](mailto:cashiers@sanleandro.org) | [www.sanleandro.org](http://www.sanleandro.org)

**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
<b>Approved By:</b> 1. _____ <i>(Finance Director )</i>  2. _____ <i>(CD Director)</i>
<b>Date:</b> _____
Neighbor Notice Mailed:
<b>By:</b> _____
<b>Date:</b> _____

The following application for a hosted short-term (less than 30 days) rental permit is required pursuant to the City of San Leandro Municipal Code (SLMC), Sections 4-40-130 and 4-40-140. A hosted short-term rental (STR) means that the operator as primary occupant occupies the home during the entire short-term rental period. The SLMC requires that no person shall operate a hosted STR without having first obtained a business license and approved permit. Every hosted STR operator shall pay the required Business License Tax, as well as the transient occupancy tax (commonly known as the TOT).

**A. Advertising.** List all platforms to be used to advertise the hosted short-term rental space:

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B. Please include all of the following attachments in your application	Staff Review
1. <b>ID.</b> Copy of Valid California driver's license or State identification card.	<input type="checkbox"/> Attached
2. <b>If Renter.</b> If applicant is not the property owner, must submit written permission from the property owner to operate hosted short-term rental.	<input type="checkbox"/> Attached <input type="checkbox"/> Applicant is Owner
3. <b>Photos.</b> Please attach all of the following color photos of area to be rented: <input type="checkbox"/> Smoke detector <input type="checkbox"/> Carbon monoxide detector <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Egress from the rental space to the exterior of the building	<i>(check all)</i> <input type="checkbox"/> Smoke detector <input type="checkbox"/> CO detector <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Egress
4. <b>Proof of Residence.</b> <u>One</u> of the following documents to prove applicant is the primary, permanent resident of the property: <input type="checkbox"/> Recent Original utility bill (e.g. EBMUD, ACI, Waste Management, or PG&E) <input type="checkbox"/> Fully Executed Lease <input type="checkbox"/> Proof of Vehicle Registration <input type="checkbox"/> Original Proof of Car Insurance <input type="checkbox"/> Proof of Homeowner's Tax Exemption <input type="checkbox"/> Voter Registration Card or Certificate	<i>(check one)</i> <input type="checkbox"/> Utility Bill <input type="checkbox"/> Fully Executed Lease <input type="checkbox"/> Vehicle Registration <input type="checkbox"/> Car Insurance <input type="checkbox"/> Homeowner's Tax Exemption <input type="checkbox"/> Voter Registration

**D. Compliance with hosted short-term rental standards (SLMC §4-40-130)**

**Applicant Initial**

*Please initial next to each standard to confirm compliance.*

- 5. **Max 180 Days Per Year.** The hosted short-term rental is limited to a total of 180 calendar days per calendar year. Portions of calendar days shall count as full days. \_\_\_\_\_
- 6. **Permanent Residence.** The hosted short-term rental is my (our) primary, permanent residence. \_\_\_\_\_
- 7. **Safety.** The dwelling unit meets current codes and regulations for smoke detectors, fire extinguishers, carbon monoxide detectors, and adequate egress. \_\_\_\_\_
- 8. **Posted Information.** I (We) will prominently post a diagram of exits, fire extinguisher locations, Fire and Police Department phone numbers, my (our) contact information, and City Noise Ordinance hours within the dwelling unit. \_\_\_\_\_
- 9. **Business License/Tax.** I (We) will obtain and maintain a current Business License and pay the 14% Transit Occupancy Tax as required by the San Leandro Municipal Code (SLMC). I (We) understand that the short-term rental permit expires on December 31<sup>st</sup> each year and needs to be renewed on or before January 31<sup>st</sup> of each year. \_\_\_\_\_
- 10. **Advertising.** I (We) will update the City regarding what advertising platforms are in use to advertise the hosted short-term rental. \_\_\_\_\_
- 11. **Good Neighbor.** The hosted short-term rental shall not result in a nuisance. I (We) will post or provide a good neighbor policy in the dwelling unit that includes—at a minimum: Maximum occupancy; Smoking regulations; Compliance with all laws; Instructions on managing noise or other disturbance (including but not limited to the quiet and orderly arrival and departure of renters); Parking restrictions; Emergency procedures; Neighborhood information including but not limited to local restaurants, retail stores, food markets, and points of interest; and property upkeep, including but not limited to trash disposal. \_\_\_\_\_
- 12. **Parking.** Parking shall only be in designated or available parking spaces upon the property. I (We) will instruct guests to not park on public streets. \_\_\_\_\_
- 13. **Cameras.** Cameras, including but not limited to security cameras whether they have recording capability or not, shall be prohibited in all bedrooms, and bathrooms. Sound receiving or recording capabilities on all cameras shall be off during a hosted short term rental. \_\_\_\_\_

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 by January 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:** \_\_\_\_\_

You may submit your Hosted STR Application & Permit by email to [cashiers@sanleandro.org](mailto:cashiers@sanleandro.org)



**City of San Leandro**  
Division of Building & Safety Services  
835 East 14th Street San Leandro, CA 94577  
Main Line:(510) 577-3405 Kiosk: (510) 577-3423  
Fax: (510) 577-3418

**Photo Requirements for  
HSTR Applications**

**Smoke Detector Requirements**

- Picture of Smoke Detector within rental bedroom.
- Picture of Smoke Detector in hallway leading to rental rooms  
(Picture should show hallway and the rental bedroom door)

**Carbon Monoxide Detector Requirements**

- Picture carbon monoxide detector or a combination carbon monoxide/smoke detector in hallway leading to rental bedroom.  
(Picture should show hallway and the rental bedroom door)

*Note: 2019 California Residential Code requires carbon monoxide detectors to be located on every floor that has a gas appliance even basements, and shall be in the hallway leading to all bedrooms*

**Fire Extinguisher Requirements**

- Fire extinguisher needs to be mounted in an accessible area to the rental bedroom.  
(Picture of fire extinguisher should show the location it is mounted in)

**Bedroom Egress Requirements**

- All rental bedrooms must be provided with egress through a window, door, or sliding glass door.  
(Picture must show entire bedroom with required egress window, door or sliding glass door)

**\*\* Please Note: All pictures must be labeled \*\***

Label example on each photo.

- Picture one rental bedroom with smoke detector
- Picture two rental bedroom with egress window
- Picture three combination smoke and carbon monoxide detector in hallway leading to rental bedroom

**\*If you are renting out multiple rooms, the rooms must be numbered.**

- Picture one rental room 1 with smoke detector
- Picture two rental room 2 with smoke detector