



**SEC I: Short-Term Rental Information**

Short-term Rental Address		Unit/Suite/Apt #	
Total number of bedrooms in the house	Total number of onsite parking spaces (e.g. garage)		
Number of bedrooms available for rent	Will each room available for rent be rented separately?	Yes	No

**SEC II: Owner Information (Required)**

Name	Phone	Email	
<i>Permanent Address</i>		<i>Mailing Address (if different)</i>	
Street		Street	
City		City	
State	Zip	State	Zip

**SEC III: Owner Residency Information (Required)**

*Hosted Short-term Rental License requires that an owner(s) must occupy the Short-Term Rental as his/her principle residence and only offer a habitable portion of thereof for transient occupancy by others. This application must be accompanied by at least 3 of the following documents in order for the City to verify residency. The City will accept photocopies for residency purposes. All residency documents must list the owner's first and last name, and the mailing address listed on the residency documents must match the Short-Term Rental address included in Section I of this application.*

- |   |                     |                            |
|---|---------------------|----------------------------|
| Deed/title to residential real property | Home utility bills  | Copy of a Driver's license |
| Homeowner's Property Tax Exemption Form | Employment Document | Mortgage bill              |

**SEC III: Emergency Contact Information**

Name	Phone	Email	
<i>Permanent Address</i>		<i>Mailing Address (if different)</i>	
Street		Street	
City		City	
State	Zip	State	Zip

**SEC V: Transient Occupancy Tax (TOT)**

Primary contact person for collecting and remitting TOT:	Owner	Owner Representative	Other (describe below)
Name	Phone	Email	

Total Short-Term Rental Income anticipated to be received during the current Fiscal Year ending in June 30th

**SEC VI: Online Hosting Platforms Information**

Primary contact person for guests and managing bookings:	Owner	Owner Representative	Other (describe below)
Name	Phone	Email	

Please check all online hosting platforms on which you plan to list your home:

Airbnb	VRBO	TripAdvisor	Flipkey	HomeAway	Other
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*Note: All online listings must include the City-issued STR license number in the main title or property description areas of online listings. Existing STR license holders must provide a list of all online listing ID numbers and/or URLs via email to str@ci.seaside.ca.us. First-time applicants must provide a list of all online listing ID numbers and/or URLs via email to str@ci.seaside.ca.us. as soon as a listing has been created or modified.*

I certify that the information provided in this application is true and correct. I agree to notify the City of Seaside of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed Chapter 17.52.251 (Short-term Rentals) of the Seaside Municipal Code (SMC) which pertains to my use of the Short-term Rental License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapter 3.24 of SMC. I consent to an inspection of the property to verify any information in this application or at any time to assess compliance with SMC Section 17.52.251.

Owner's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_



**City of Seaside**

Economic Development and Community Planning

440 Harcourt Avenue, Seaside, CA 93955

Tel: (831) 899-6700 | www.ci.seaside.ca.us/str

**Initial (First-Time) Application  
Hosted Short-Term Rental License  
SMC Chapter 17.52.251**

**Site/Floor Plan**

**STR Address**

*The site plan and floor plan must label each room and the structures of the property, including the number of and square footage of bedrooms, the number of off-street parking space, and adjacent streets.*

----- ↓ ↓ ↓ *Draw A Site and Floor Plan Below* ↓ ↓ ↓ -----



**Affidavit - Self Certification of Installation of Smoke/  
Carbon Monoxide Alarm(S), And Fire Extinguishers**

**Short-term Rental Address**

Section 314 and 315 of the California Residential Code (CRC) and Section 17.52.15 of the Seaside Municipal Code require that:

- i) A battery operated smoke alarm(s) be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.
- ii) A smoke alarm and carbon monoxide alarm shall be installed on each story and in the basement when a dwelling unit has more than one story, and in dwellings with basements.
- iii) A carbon monoxide alarm shall be installed outside of each sleeping unit in the immediate vicinity of the bedroom (s).
- iv) Fire extinguishers are accessible to protect the health and safety of the occupants of the transient use site.

As owner of the above referenced property, I hereby certify that I have read, and understood Sections 314 and 315 of the California Residential Code, and Section 17.52.151 of the Seaside Municipal Code and certify that the battery operated smoke alarm(s) and carbon monoxide alarm have been installed and that fire extinguishers are accessible to protect the health and safety of the occupants of the transient use site in accordance with the manufacturer's instructions and in compliance with Section 314 and 315 of the California Residential Code and Section 17.52.151 of the Seaside Municipal Code. The battery operated smoke alarm(s) and carbon monoxide alarm have been tested and are operational. I declare under penalty of perjury that the foregoing is true and correct.

Owner's Signature (required) \_\_\_\_\_

Date



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**Building Inspection Checklist**

*\*\*\* This form must ONLY be completed by a third-party licensed general contractor or certified home inspector \*\*\**

**Property Information**

Short-term Rental Address Unit/Suite/Apt #  
Total number of bedrooms Total number of onsite parking spaces (e.g. garage, driveway, etc)

**Interior/Exterior Inspection**

**Initial**

- Beds are located in all sleeping rooms with proper clearance (7.6 feet high) and egress (one operable window or door in addition to entry).
- Egress window/door requirements: Min size 5.6 Sq. Ft., min width 20", min height 24", max sill off floor 44".
- Every sleeping room and every hallway with a sleeping has a functional smoke alarm.
- Every hallway with a sleeping room has a functional smoke alarm.
- A minimum of (1) extinguisher (wall mounted Type 2:A-10B:C) is located in a conspicuous location(s) on each floor.
- All built-in kitchen appliances operate properly and space for food storage, preparation, and serving are in good and safe condition.
- All electrical outlets in kitchen and bathrooms are Ground Fault Circuit Interrupter (GFCI) protected.
- Water heater is properly strapped, adequately vented, and temperature and pressure relief valves are drained to outside.
- Fireplace(s) have screens to prevent sparks and rolling logs. If using gas logs, dampers are permanently fixed in open position.
- There is no evidence of infestation, garbage, and debris at the site.
- The property has active garbage pick-up service.
- If a garage is present, it is only used as a garage and only non-combustible flooring exists.
- Driveway, if present, is open and accessible to vehicles.
- Property is in an overall safe and sanitary condition.
- Water heater is properly strapped, adequately vented, and temperature and valves are drained to outside.
- All steps, stairways, decks and railings are stable/structurally sound. Stairways with four or more risers have a handrail on at least one side.
- No exposed wiring and/or overloaded circuits.
- No permanent use of extension cords for appliances, heaters, lamps or other fixtures.

**Inspection Results**

**Passed**

**Failed** (*Explain below why inspection did not pass*)

**Remarks/Observations**

**Inspector Certification**

Under penalty of perjury, the undersigned certifies that the information on this form is based on an actual site inspection of the property and is complete and accurate.

Inspector Name

License/Certification #(provide a copy)

Inspector's signature \_\_\_\_\_

Date



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**Owner Acknowledgment Form**

**Short-term Rental Address**

**Unit/Suite/Apt #**

**Please read and initial all items**

*Provided that my Short-term Rental License is granted/renewed, I consent to comply with all of the terms, conditions and requirements of the STR license including, but not limited to, the following:*

- 1) I agree to maintain the STR unit in a manner that is consistent with the character of the neighborhood.
- 2) I understand that the STR license is nontransferable to any other person (except spouse) and/or location.
- 3) I understand that all of the following are prohibited at a STR unit: Amplified sounds or other loud noises, auctions, commercial functions, weddings, and other similar large group activities.
- 4) I agree to provide off-street parking (i.e. driveway and/or garage) to my guests.
- 5) I understand this license expires on June 30th each year, renewal of the license is not guaranteed, and the penalty for operation without a license is 100% forfeiture of rents received.
- 6) I agree to maintain a valid STR license at all times, and agree to pay 12% Transient Occupancy Tax (TOT) to the City on a monthly basis – no later than the 15th day of the month following the close of each reporting period.
- 7) I and/or my representative agree to be on -call full time to manage the STR unit, and will be responsible for promptly (not to exceed 60 minutes) responding to and addressing a nuisance complaint arising out of the STR unit by tenants, their visitors and/or guests.
- 8) I agree to maintain a guest log book that includes the name, home address, phone number, license plate number if traveling by car, and dates of stay of a responsible tenant.
- 9) I agree to post the STR license inside the STR unit, and post the City-issued placard in a location that is visible at the front entrance of the STR unit at all times.
- 10) I agree to include my STR license number in an easy to find and conspicuous location within all advertisement (online or otherwise) but will not post short-term rental availability on site.
- 11) I agree to provide the City with listing IDs and/or hyperlinks for all online listings within 14 days each time a listing is created or modified.
- 12) I agree to immediately inform the City of any change in my or my representative's contact information, or any material fact upon which the STR license is granted.
- 13) I agree to properly dispose of solid waste and properly store waste and refuse bins.
- 14) I consent to a follow-up inspection of the STR unit to ensure the accuracy of information provided to the City, and agree to reimburse the City for all building inspection costs.
- 15) I understand that the issuance or renewal of a STR License does not absolve me of the responsibility to comply with any requirements that may be included in an HOA or private Conditions, Covenants, and Restrictions (CC&Rs) applicable to the above-referenced Short-Term Rental property.

Owner's Signature (required) \_\_\_\_\_

Date



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**Owner Indemnification Agreement**

**Short-term Rental Address**

**Unit/Suite/Apt #**

The undersigned certifies and agrees as follows:

- 1) I am the owner (the "Owner") of the above-referenced Property or am the duly authorized representative of the Owner of the Property.
- 2) Individuals executing this Agreement on behalf of a corporation, partnership or other entity or organization represent and warrant that they are duly authorized to execute and deliver this Agreement on behalf of such entity or organization and that this Agreement is binding upon the same in accordance with its terms.
- 3) Owner agrees, as part of the registration, to the fullest extent permitted by law, to indemnify, defend with attorneys of the City's choice, and hold harmless the City of Seaside ("City") and its officers, employees, and agents (collectively, the "indemnified parties") from any liability, claim, action, cause of action, suit, damages, judgment, lien, levy, or proceeding (collectively referred to as "proceeding") brought by a third party against the one or more of the indemnified parties or one or more of the indemnified parties and the Owner related to the short-term rental, the registration, or the Property's condition or use. This indemnification is intended to include but not be limited to damages, fees, and costs awarded against the City, if any, and cost of suit, attorneys' fees, and other costs, liabilities, and expenses incurred in connection with such proceeding whether incurred by the Owner, the City, or the parties initiating or bringing such proceeding. This indemnification is intended to include but not be limited to any proceeding arising from any damage, loss, injury or death that may occur during any short-term rental activity at the Property.
- 4) The Owner agrees to (without limitation) reimburse the City its actual attorneys' fees and costs incurred in defense of the litigation. Such attorneys' fees and costs shall include amounts paid to the City's outside counsel and shall include City Attorney time and overhead costs and other City staff overhead costs and any costs directly related to the litigation reasonably incurred by City. The Owner shall likewise indemnify, defend, and hold harmless the indemnified parties from and against any damages, attorneys' fees, or costs awards, including attorneys' fees awarded under Code of Civil Procedure section 1021.5, assessed or awarded against the indemnified parties. The Owner shall cooperate with the City to enter a Reimbursement Agreement to govern any such reimbursement.
- 5) The Owner agree to indemnify the City for all of the City's costs, fees, and damages incurred in enforcing this indemnification clause.
- 6) In the event that the Owner is required to defend the City in connection with such proceeding, the City shall retain the right to approve:
  - a. The attorneys selected to defend the City;
  - b. All significant decisions concerning the manner in which the defense is conducted; and
  - c. Any and all settlements. The City shall also have the right not to participate in the defense, except that the City agrees to cooperate with the Applicant in the defense of the proceeding.
- 7) The defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceeding.
- 8) The Owner agrees that City shall have no liability for any business interruption, punitive, speculative, or consequential damages.

Print Name

Owner's Signature (required) \_\_\_\_\_

Date