



# SHORT-TERM RESIDENTIAL RENTAL REGISTRATION APPLICATION



SAN FRANCISCO  
**OFFICE OF  
SHORT-TERM RENTALS**

WEBSITE:  
[HTTPS://SHORTTERMRENTALS.SFGOV.ORG](https://shorttermrentals.sfgov.org)  
INQUIRIES:  
415.558.6378  
SHORTTERMRENTALS@SFGOV.ORG

## Applicant Information

Name:  This is the primary contact person for guests.

Email Address: Phone:

Current Address (Including Unit #):

Zip Code:

If you are a renter, please indicate your unit's monthly rent payment:

## Managing Agent Information (if applicable)

If another person will be managing your bookings and/or interactions with guests, list the agent, or representative's information in this section.

Agent Name:  This is the primary contact person for guests.

Agency Name:

Address: City/State: Zip Code:

Email Address: Phone:

## Unit Information

How long have you resided at this address? Years: Months:

## Rental Information

How do you intend to rent your unit? Please check the appropriate box below:

- "Hosted Rental" – Having guests stay in rooms while I am also residing at my unit during their stay.
- "Un-hosted Rental" – Having guests stay in my unit while I am not present during their stay.
- Renting my unit to guests as either a "Hosted" or "Un-hosted" rental.

How many rooms do you plan to rent to guests?

\_\_\_\_rooms when I am also present

\_\_\_\_rooms when I am not present

Please list any and all online hosting platforms on which you plan to list your unit, including personal webpages:

Sign Here Signature of applicant: Date:

**AFFIDAVIT****SHORT-TERM RESIDENTIAL RENTAL REGISTRATION**

I authorize, under penalty of perjury, that the information contained in this application and all documents tenured in connection with this application are accurate and complete. Furthermore, I certify that I have reviewed and will comply with all other requirements of the San Francisco Planning Code, Building Code and other applicable laws, including but not limited to:

- Residing in the registered unit for no less than 275 nights a year;
- Maintaining records for two years which demonstrate compliance with the Short-Term Residential Rental Ordinance;
- Paying all applicable taxes;
- Not using vehicles, tents, un-permitted buildings, sheds, or outdoor/rooftop areas for short-term rental sleeping areas;
- Posting clearly printed signs inside the front of the unit that provide information regarding the location of all fire extinguishers in the unit and building, gas shut off valves, fire exits and pull fire alarms; and
- Reporting quarterly to the Office of Short-Term Rentals ("OSTR"), the number of nights the residential unit has been rented as a short-term residential rental.

I understand that failure to comply with any of the above listed conditions, in addition to those set forth in the Short-Term Rental Ordinance, will be cause for enforcement action by OSTR, resulting in the accrual of fines and penalties and/or prohibition from the Short-Term Residential Rental Registry.

**Sign Here**

Signature of applicant:	Date:
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**Office Use Only:**

Registration #:	Application #:
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## Forms of ID Presented:

- |   |                    |                           |
|---|--------------------|---------------------------|
| <input type="checkbox"/> Driver's License   | Date Issued on DL: | Date Expires on DL: _____ |
| <input type="checkbox"/> State ID Card  | Date Issued on ID: | Date Expires on ID: _____ |
| <input type="checkbox"/> Homeowner's Tax Exemption  | Date of Receipt:   |                           |
| <input type="checkbox"/> Voter Registration   | Date Issued:       |                           |
| <input type="checkbox"/> Vehicle Registration   | Date Issued on VR: | Date Expires on VR: _____ |
| <input type="checkbox"/> Utility Bill   | Type: _____        | Date of Bill: _____       |
| <input type="checkbox"/> Additional Utility Bills<br><small>(does not count as additional form)</small> | Type: _____        | Date of Bill: _____       |
| <input type="checkbox"/> Vehicle Insurance  | Date Issued:       | Date Expires: _____       |
| <input type="checkbox"/> Other _____  |                    |                           |
| <input type="checkbox"/> Other _____  |                    |                           |
| <input type="checkbox"/> Other _____  |                    |                           |

Business License Information: Date Issued: \_\_\_\_\_ Business Name: \_\_\_\_\_

Insurance Information: Carrier: \_\_\_\_\_ Policy Type: \_\_\_\_\_  
Date of Coverage: \_\_\_\_\_ Amount of Coverage: \_\_\_\_\_



# SHORT-TERM RESIDENTIAL RENTAL REGISTRATION DOCUMENTS GUIDE



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All applicants shall submit as many as possible of the following documents for review by OSTR staff to verify the applicant's residency. Staff reserves the right to refuse applications where materials are found to be incomplete or inaccurate. In addition to documents provided in the submitted application, staff may require other additional information necessary to show the applicant's compliance with the Short-Term Rental Ordinance.

## SECTION A:

**All numbered items are required of every applicant:**

1. An active Business Registration Certificate issued by the San Francisco Treasurer and Tax Collector's Office
2. Application for Short-Term Residential Rental Registration
3. Proof of liability insurance in the amount of no less than \$500,000 (unless utilizing a Hosting Platform that provides equal or greater coverage)
4. Affidavit (pg. 2 of application) agreeing to abide by all conditions of the Short-Term Residential Ordinance and all applicable San Francisco laws and regulations
5. Current Driver's License or State Issued ID Card (will also serve as one proof of residency listed under Section B, if it includes the address of the unit you wish to register)
6. A check made out to the "San Francisco Planning Department" for the amount of \$250.00

## SECTION B:

**All applicants should submit as many as possible of the following documents listed. At a minimum, all applicants are required to submit at least two documents from Section B.**

1. Current Driver's License or State issued ID card with the address of the unit you wish to register
2. Proof of a Homeowner's Tax Exemption\*
3. A utility bill (original or copy) issued by a public utility or PG&E, including the payment stub showing the address of the unit you wish to register\*\*
4. Proof of Vehicle Registration with the address of the unit you wish to register
5. Proof of car insurance with the address of the unit you wish to register
6. Voter Registration Card or Voter Registration Certificate with the address of the unit you wish to register

*\* Accepted as a form of residency confirmation only if the Homeowner's Tax Exemption is for a property that is either a single-family dwelling or condominium.*

*\*\* You may only use a utility bill as one form of residency confirmation. Cable, cell phone, and internet bills are not accepted as a utility bill.*