



# SHORT-TERM RENTAL APPLICATION FORM

Community Development Department  
Planning Division - 456 W. Olive Ave., Sunnyvale, CA 94086 - Phone 408-730-7444

Sunnyvale

Property Address: \_\_\_\_\_ APN: \_\_\_\_\_

### Applicant (Host) Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Property Owner Information

If the property is an apartment complex or common interest development, attach a letter from the property management/homeowners association (HOA) authorizing its use as a short-term rental

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**General Requirements.** The City Code requires that all short-term rentals comply with Chapter 19.76. Short-term Rental of Residential Property, including but not limited to the following regulations:

1. Short-term rental activity must be approved by the Director.
2. A maximum of four overnight adult lodgers are allowed per night in any residential unit. Rental to unaccompanied minors under the age of 18 is prohibited.
3. Accessory Dwelling Units approved on or after January 1, 2020 cannot be used as short-term rentals.
4. The Host must reside on-site throughout the lodgers' stay. Un-hosted stays are prohibited.
5. The Host must provide all lodgers with facilities for sleeping, bathing, and toileting inside of a permanent dwelling that is suitable for human occupancy.
6. Register with Finance to pay Transient Occupancy Tax (TOT) using the [TOT Tax Remittance Form](#) if hosting a non-Airbnb booking.
7. Submit current application fee - See Planning Fees Sheet or ask staff.
8. All short-term rental advertisements must list the City approval number as noted below.

**Declaration.** I certify that I have read and will comply with Chapter 19.76. Short-Term Rental of Residential Property and hereby state Short-Term Home Rental will conform to all the provisions set forth therein. I also understand and agree that non-compliance with the above is grounds for revocation of the Short-Term Rental approval as outlined above. Further, I certify that the information supplied on this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature - Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Property Owner or agent (if applicable)

\_\_\_\_\_  
Date

### OFFICE USE ONLY

City Approval Number:		Type of Payment Fee total: _____ <input type="checkbox"/> Check _____ <input type="checkbox"/> Credit _____ <input type="checkbox"/> Cash
Accepted By	Filing Date	Receipt #
<input type="checkbox"/> Approval	<input type="checkbox"/> Denial	By
		For the Director of Community Development _____ Date _____