

VHR Permit #: _____

Date Received: _____



City of South Lake Tahoe

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VACATION HOME RENTAL APPLICATION

PROPERTY INFORMATION

Property in Escrow: Yes ___ No ___

If property is in escrow, please provide proof of escrow (acceptable documents include Purchase Agreement or Escrow Trust Receipts).

Rental Street Address: _____

APN: _____

of Bedrooms per Assessor: _____ # of on-site Parking Spots: _____

Trash Pick-Up Day: _____ Outdoor Hot Tub: Yes ___ No ___

How will the property be managed? Owner-managed: ___ Agent-managed: ___ Both: ___

If Agent-managed, please provide Agent Permit #: _____

Maximum Occupancy (See Table Below): _____

Table One (1). Number of Paved Parking Spaces Establishing Maximum Occupancy	
Number of Parking Spaces	Maximum Occupancy
1	4
2	8
3	12
4	16
5	20

Table Two (2). Number of Bedrooms Establishing Maximum Occupancy	
Number of Bedrooms	Maximum Occupancy
Studio	2
1	4
2	8
3	10
4	12
5	14

The number of occupants designated in the permit shall be limited by (1) the number of paved parking spaces on the VHR property as shown in Table One (1), herein and (2) the number of bedrooms in the property, whichever is lesser.



APPLICANT INFORMATION

OWNER INFORMATION

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Type of Ownership: Individual Trust Partnership Other _____

APPLICANT INFORMATION:

Same as Owner (complete below if different from property owner): _____

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

AUTHORIZATION FOR REPRESENTATION

Local Agent, _____ Agent Permit #: _____

Realtor, _____

Other, _____

The applicant listed above has my approval to act as my/our representative in connection with acquiring and maintaining a VHR permit to the City of South Lake Tahoe for the subject property (Rental Property Address _____) and agree to be bound by said representative.

Owner Signature(s): _____ Date: _____



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LOCAL CONTACT RESPONSIBILITY AND OWNER AUTHORIZATION

Each owner of a vacation home rental shall designate a local person within a 30-mile radius or licensed property manager/agent as a local contact person who has access and authority to assume management of the unit and take remedial measures. The local contact person or local property manager shall be available 24 hours a day to respond to tenant and neighborhood questions or concern and must have a Text enabled phone. An owner of a vacation home rental who resides at the South Shore of Lake Tahoe may designate himself/herself as the local contact person. Any change in the local contact person's address or telephone number shall be promptly furnished to the city vacation rental permit technician.

Due to the language "assume management of the unit and take remedial measures", you are responsible for contacting the renters when you have been notified of noise or parking complaints. You may be contacted by the South Lake Tahoe Police Department to secure the property as needed. Therefore, your phone number will be available upon request to police staff responsible for operating the Vacation Home Rental program, and will be posted on the Vacation Home Rental permit for the renters and police.

Local Contact Name: _____

Rental Agency Name (if applicable): _____

Local Contact Signature: _____ Date: _____

Local Contact Address: _____

Text-Enabled Phone: _____



LEAVE NO IMPACT

Leave no impact is a set of beliefs promoting respect for South Lake Tahoe Neighborhoods; dispose of waste properly, leave what you find, respect wildlife, and be considerate of others.

- Noise - No excessive or unreasonable noise is permitted at any time.
- Trash - We would also like to remind you that we live in the forest. In the forest we have bears that are hungry and will go through your trash if you leave garbage bags outside of your VHR. Also, if you leave food inside of your vehicles, a bear may try to get to your food for a snack.
- Occupancy - Visitors must adhere to the maximum number of occupants in the VHR. Weddings and parties are not allowed in VHRs.
- Pools/Spas/Hot tubs - Use of pools, spas and hot tubs with the use of jets, blowers and other mechanical elements that produce noise are prohibited between the hours of 10pm and 7am.
- Parking - Parking at VHRs must be in compliance with all City and State parking regulations. The number of parking spaces at each VHR is posted on signage outside of the VHR.
- Enforcement - If the City of South Lake Tahoe VHR Enforcement Officer issues a citation for noise, parking, occupancy or trash complaints, fines range from \$250 - \$2,00.

*It is the responsibility of the property owner to ensure that renters adhere to the standards required by the City. Any violators will be cited and fined.

This information should be made available to all renters, and can also be accessed through the City's website at cityofslt.us/vhr.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____



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APPLICATION AFFIDAVIT

I, _____, certify that all information contained herein is accurate, to the best of my knowledge. I _____ (initial) certify this operation of a vacation home rental, and agree to comply with all conditions of the Vacation Home Rental (VHR) Permit issued by the City of South Lake Tahoe. I _____ (initial) certify that all designated bedrooms meet all local and safety building code requirements. I _____ (initial) acknowledge that I will post the notices required in South Lake Tahoe City Code 3.50 Article VII in this VHR. I _____ (initial) acknowledge that prior to using this property as a vacation home rental, I must adhere to all VHR requirements including, but not limited to, Permit, Fees and Taxes, Noise, Parking and Trash requirements and keep my permit current. I will notify the City of changes to the permit, management, mailing address, change of ownership, etc. I _____ (initial) understand that change of ownership is non-transferrable. I am aware of penalties, citations and fees for violations by my renters and their guests, and they may adversely affect my annual renewal.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Signature of Spouse/Partner/Co-owner: _____ Date: _____

Name of Applicant: _____



VACATION HOME RENTAL CHECKLIST

Applicant Name: _____

Property APN: _____

Property Address: _____

Applicant	Items Required with Application (Applications lacking any of the following items <u>will not be accepted</u>).	Office Use Only
	<p>Completed City of South Lake Tahoe Vacation Home Rental Application with signatures</p> <p>Signed "Local Contact Responsibility" form</p> <p>Signed "Leave No Impact" form</p> <p>Diagram or photo of onsite parking spaces with parking dimensions</p> <p>Signed "Application Affidavit" form</p> <p>Signed Documentation if Property is in Escrow</p> <p>Application Fee. Please refer to the City of South Lake Tahoe Filing Fee Schedule available at the City Development Services Department or online at www.cityofslt.us</p> <p style="text-align: center;">The following items will be included as Conditions of Approvals and are required prior to permit acknowledgment.</p> <p>Provide the URL link to online advertisements</p> <ul style="list-style-type: none"> - Accurately represents the property in its current state - Depicts the appropriate occupancy level <p>Provide photographs of all required signage</p> <ul style="list-style-type: none"> - Indoor - Outdoor - Hot/spas 	