

**VACATION RENTAL: ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS**

***The applicant is responsible for ensuring conformance with the rules and regulation pertaining to Vacation Rentals listed below. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.***

1. Owner/Authorized Agent (“operator”) shall maintain the required parking to be made available for guests per SMC 17.260.060(A.1.b).
2. Operator shall ensure compliance with the Noise limits required for vacation rentals:
  - a. No amplified outdoor sound is permitted.
  - b. Quiet hours shall be from 10:00 p.m. to 7:00 a.m.
  - c. The owner/operator shall ensure that quiet hours are included in the vacation rental agreements and is listed in all online advertisements and listings.
3. Operator shall not exceed the required maximum overnight occupancy per SMC 17.260.060(A.3)
4. Operator shall not allow guest stays to exceed 30 days, with a seven-day period between stays.
5. Operator shall have a designated Authorized Agent (which can be the owner or operator), to respond to issues that arise per SMC 17.260.060(A.5).

Name of 24/hour on call agent: \_\_\_\_\_

Number of 24/hour on call agent: \_\_\_\_\_

Signature of on call agent: \_\_\_\_\_

6. Operator shall be available by telephone at all times when the vacation rental is rented, 24 hours per day.
7. Operator shall be on the premises of the rental within one hour of being notified by a renter, the Planning Director, or a law enforcement officer that there is a need for the Agent.
8. The vacation rental operation shall have a valid Business License and the vacation rental shall be subject to the Transient Occupancy Tax (TOT).
  - a. AirBnB automatically collects TOT through an agreement with the City.
  - b. All other vacation rental sites do not have agreements with the City for auto collection of TOTs and shall require the submittal of TOTs to the City’s Finance Department every month.
    - i. Contact the Finance Department information on this process (707) 823-7863.
9. Vacation rental shall not be permitted in non-habitable structures such as tents, or RVs.
10. For Hosted Rentals:
  - a. The owner shall reside at the vacation rental, and the owner must sleep at the vacation rental while it is being rented.
  - b. The owner shall reside in a bedroom that is not rented to any renter.
  - c. No more than two bedrooms may be rented for transient occupancy uses.
11. A copy of the approved vacation rental permit, including all applicable standards and limits, and contact information for the operator (including a phone number where this person can be reached 24 hours per day), shall be posted 1) within the vacation rental property, 2) within 6 feet of the front door of the vacation rental, and 3) included as part of all rental agreements.
12. All Advertisements and/or Listings for the vacation rental shall include the following information.
  - a. Maximum occupancy allowed;
  - b. Maximum number of vehicles allowed;
  - c. Notification that quiet hours must be observed between 10:00p.m. and 7:00 a.m.;
  - d. Notification that no outdoor amplified sound is allowed; and
  - e. The Transient Occupancy Tax certification number for the property.
13. The Operator shall document all complaints, and their resolution or attempted resolution(s) to the Planning Director within 72 hours of the occurrence. Failure to respond to complaints or report them shall be considered a violation and shall be cause for revocation of the vacation rental permit per SMC 17.260.060(C.1).
  - a. If issues reoccur the vacation rental permit (Administrative or Conditional Use Permit) may

be scheduled for a revocation hearing with the Planning Commission. If the permit is revoked, the Operator or Owner may not reapply for a vacation rental for a period of at least one year.

- 14. If any combination of three administrative citations or Planning Director determination of violations occur at the vacation rental property within a two-year period, the applicable vacation rental permit (Administrative or Conditional Use Permit) shall be revoked, subject to prior notice and to appeal. If revoked the Operator or Owner may not reapply for a vacation rental for a minimum of period of two years.
- 15. For vacation rentals with a Conditional Use Permit, an annual permit review and extension is required. The Operator/Owner shall submit to the Planning Director the annual review fee along with the permit review form per SMC 17.260.060(B.2).

**I agree to adhere to the Terms and Conditions Listed above, and, have read, and understand the consequences of violating these terms.**

APPLICANT

OWNER (if different than applicant)

\_\_\_\_\_  
APPLICANT NAME (PLEASE PRINT)

\_\_\_\_\_  
OWNER NAME (PLEASE PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

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DATE

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MAILING ADDRESS

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MAILING ADDRESS

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PHONE

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PHONE

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