



CITY OF ANAHEIM

INSTRUCTIONS REGARDING NOTICE TO NEIGHBORS OF OPERATION OF A SHORT-TERM RENTAL

(Chapter 4.05 (Short-Term Rentals) of the Anaheim Municipal Code)

Paragraph .0105(b) of subsection .010 of Section 4.05.100 (Conditions of Permit Issuance and Renewal – Operational Requirements) of Chapter 4.05 (Short-Term Rentals) of the Anaheim Municipal Code requires the owner of a dwelling for which a Short-Term Rental permit has been issued to mail or personally deliver written notice to the owners and occupants of properties contiguous to and directly across the street (or alley or other right-of-way) (referred to herein as the "Neighbors") from the Short-Term Rental property of the name and telephone number of the person--whether the owner or the owner's designated agent or local contact person (referred to herein as the "Contract Person")--who shall be available twenty-four (24) hours per day, seven (7) days per week to respond to complaints regarding the use, condition, operation or conduct of occupants of a Short-Term Rental unit. Notice must be given to the Neighbors within ten (10) calendar days following (i) the issuance of a Short-Term Rental permit, (ii) the issuance of a renewal thereof, and/or (iii) the approval of a transfer application (each referred to herein as a "Triggering Event").. The purpose of such notice is to provide the Neighbors the contact information for the Contact Person to report and request resolution of problems associated with the operation of the Short-Term Rental. If such contact information changes during the pendency of a Short-Term Rental permit, the new information must be mailed or distributed again to the Neighbors in the same manner and the certification described in the next paragraph submitted to the Planning Director.

Within thirty (30) days of the occurrence of a Triggering Event or a change in the contact information, the owner is required to sign, under penalty of perjury, and submit to the Planning Director, a dated written certification that the required mailing or delivery was completed.

While the form and content of such written notice is up to the owner, the notice must, at a minimum, include the following information:

Short-Term Rental Notice

Name of Owner: _____

Name of Owner's Agent or Local Contact Person (if any): _____

Street Address of Short-Term Rental: _____

Emergency 24/7 Phone Number: _____

City of Anaheim Short-Term Rental Hotline: (714) 745-0190

If you have any complaints regarding the use, condition, operation or conduct of occupants of this Short-Term Rental property, please contact the above person.

Chapter 4.05 (Short-Term Rentals) of the Anaheim Municipal Code pertaining to Short-Term Rentals is available at www.anaheim.net/str.