

(OFFICE USE ONLY) BUS# _____ - _____ REG# _____ - _____ TOT# _____



**CITY OF ANAHEIM
SHORT-TERM RENTAL PERMIT APPLICATION**

200 S. Anaheim Blvd. #136, Anaheim, CA 92805
P.O. Box 61042, Anaheim, CA 92803-6142
(714) 765-5194

Chapter 4.05-Anaheim Municipal Code

Applications are
accepted in person
Mon-Fri 8AM-5PM
or by Mail

New Application Renewal New Owner Business Name Change

Open/Start or Change Date: _____

PART 1: NAME AND ADDRESS OF SHORT TERM RENTAL PROPERTY

Business Name			
Business Address			
City ANAHEIM		State CA	Zip
(Include All Business Telephone Numbers) Business Phone	Fax Number		E-mail
Mailing Address			
City		State	Zip

PART 2: OWNERSHIP INFORMATION

Please check the appropriate ownership type:			
<input type="checkbox"/> Sole Ownership	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Receiver	<input type="checkbox"/> Trust	<input type="checkbox"/> Other: _____
Tax ID or EIN #:	State ID#:	Resale Permit#:	
Primary Owner, Partner, or Officer Information: (Please include additional owners on PART 2B)			
Last Name		First Name	Middle
Alias or Maiden Names			
Home Address			
City	State	Zip	Phone
Place of Birth			Date of Birth
Driver's License No.	State	Social Security No.	Other Licenses Held
	State		

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APP REC'D _____ BY _____

TRANSMITTED TO DEPARTMENTS: DATE _____ BY _____
REVIEWED BY: _____

PLANNING DEPARTMENT
(Zoning Division) DATE _____ Recommendation _____ BY _____

Code Enforcement Division DATE _____ Recommendation _____ BY _____

PART 2B: OWNERSHIP INFORMATION

Additional Owner, Partner, or Officer Information:				
Last Name	First Name		Middle	
Alias or Maiden Names				
Home Address				
City	State	Zip	Phone	
Place of Birth			Date of Birth	
Driver's License No.	State	Social Security No.	Other Licenses Held	State

PART 2B: OWNERSHIP INFORMATION

Additional Owner, Partner, or Officer Information:				
Last Name	First Name		Middle	
Alias or Maiden Names				
Home Address				
City	State	Zip	Phone	
Place of Birth			Date of Birth	
Driver's License No.	State	Social Security No.	Other Licenses Held	State

PART 2B: OWNERSHIP INFORMATION

Additional Owner, Partner, or Officer Information:				
Last Name	First Name		Middle	
Alias or Maiden Names				
Home Address				
City	State	Zip	Phone	
Place of Birth			Date of Birth	
Driver's License No.	State	Social Security No.	Other Licenses Held	State

PART 2B: OWNERSHIP INFORMATION

Additional Owner, Partner, or Officer Information:				
Last Name	First Name		Middle	
Alias or Maiden Names				
Home Address				
City	State	Zip	Phone	
Place of Birth			Date of Birth	
Driver's License No.	State	Social Security No.	Other Licenses Held	State

PART 3: CORPORATION, L.L.C. OR PARTNERSHIPS ONLY

Name of Responsible Managing Officer of Corporation, L.L.C. or Partnership:				
Attach copy of Certificate of Limited Partnership, Articles of Organization (L.L.C.) or Articles of Incorporation.				
Is this a Corporation, L.L. C. or a Partnership? <input type="checkbox"/> Corporation <input type="checkbox"/> L.L.C. <input type="checkbox"/> Partnership				
Name of the Corp., L.L.C., or Partnership (as shown in above documents).				
State of Registration		Registration Number		Date of Registration
If a Corporation, include the names and addresses of each Officer, Director and each Stockholder holding more than five (5) percent of the stock in the Corporation. If a Partnership or LLC, include the names, residence addresses and dates of birth of each of the partners, including limited partners or members. (If needed please attach a separate list of officers)				
1 Name & Title		Address		
City		State	Zip	Date of Birth
2 Name & Title		Address		
City		State	Zip	Date of Birth
3 Name & Title		Address		
City		State	Zip	Date of Birth
4 Name & Title		Address		
City		State	Zip	Date of Birth
5 Name & Title		Address		
City		State	Zip	Date of Birth

PART 4: BUSINESSES PROVIDING SERVICES OTHER THAN PROPERTY OWNER

Provide Names of Companies or Individuals providing services such as Property Management, Cleaning, Transportation, Babysitting, etc. other than owner or his/her employees. (If needed please attach a separate list)				
Please check if Owner/Operated Only <input type="checkbox"/> If Owner/Operated Number of Employees: _____				
Business/Individual Name		Services Provided:		
Address				
City		State	Zip	Phone
Email Address		City of Anaheim Business Tax Cert#:		Initial Start Date of Services
Business/Individual Name		Services Provided:		
Address				
City		State	Zip	Phone
Email Address		City of Anaheim Business Tax Cert#:		Initial Start Date of Services
Business/Individual Name		Services Provided:		
Address				
City		State	Zip	Phone
Email Address		City of Anaheim Business Tax Cert#:		Initial Start Date of Services

PART 5: 24-HOUR EMERGENCY CONTACT

REQUIRED FOR ALL SHORT-TERM RENTAL PROPERTIES: A.M.C. Subsection 4.05.090.0104 provides emergency contact has ability to respond to issues within forty-five (45) minutes of complaint.

Name & Title		Address		
City		State	Zip	
Primary Phone:	Alternate Phone:		E-mail	

PART 6: PROPERTY DESCRIPTION

Applicant must provide a detailed description of short-term rental property. Please include the property type (Single/Multi-Family Home, Condominium) number or rooms, beds, baths, etc. Any changes to such list after issuance of the Permit must be submitted to the License Collector within fourteen (14) days. (If needed, please attach a separate list.)

Single Family Home Multi-Family Home Condominium Other

Is property a part of a Homeowner's Association (HOA)? Yes No

If so, you are required to obtain authorization from HOA board to operate a Short Term Rental.

_____ Number of Bedrooms _____ Number of Beds

_____ Number of Bathrooms _____ Number of Off-Street Parking Spaces

_____ Max Number of Occupants

Any other detailed information:

PART 7: AUTHORIZED AGENT

Please complete this section if application is being submitted/managed by person other than owner.

Notarized Authorized Agent Appointment Form Required

Full Legal Name		Relationship to Owner:		
Home Address				
City		State	Zip	Home Phone
Date of birth	Social Security No.		Driver's License No.	

PART 8: Required Documents for Submittal of this Application:

- Submit a floor plan of the property which provides the location of rooms, beds, bathrooms with maximum occupancy limit.
- Submit a site plan which addresses parking areas and number of off-street parking spaces.
- If property is a part of a Homeowner's Association, submit authorization letter from HOA Board allowing Short Term Rental use.

- Submit a copy of Fictitious Business Name Statement filed with the Orange County Recorder's office with official recordation stamp if using a Fictitious Business Name or D.B.A. for your business.
- Submit an endorsed copy of Statement of Information filed with the Secretary of State of California if owned as Corporation, L.L.C. or Partnership.
- Submit an endorsed copy of Articles of Organization filed with the Secretary of State of California if owned as Corporation, L.L.C. or Partnership.
- Submit original **Notarized** Authorized Agent Appointment Form if property managed by person(s) other than property owner.
- Submit legible copies of government issued photo I.D. (Driver's License or Passport) for each owner/officer.
- Non-Refundable Application Fee of \$250.00**
Please make check payable to: City of Anaheim

PART 9: CERTIFICATION

I hereby certify under the penalty of perjury that the information given is true and correct. I understand that providing false information or withholding information, including any criminal record, is grounds for denial or revocation of my permit and may subject me to criminal prosecution. I do hereby authorize the City of Anaheim, its agents and employees to seek verification of the information contained on this application. I further understand that I may not conduct the activity applied for until a permit has been granted, and that a copy of the City Ordinances regulating Short-Term Rental Permits is available to me in the City Clerk's Office or over the Internet at www.anaheim.net (Chapter 4.05 of the Anaheim Municipal Code).

Signature

Date

Print Name and Title