

# CITY OF EL SEGUNDO



## SHORT-TERM HOME SHARING RENTAL PERMIT PILOT PROGRAM

## ADMINISTRATIVE GUIDELINES

July 21, 2020

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# PART 1—PURPOSE

These Administrative Guidelines are for the purpose of implementing El Segundo's Short-Term Home Sharing Rental (STHSR) Permit Pilot Program, as established by Ordinance No. 1614. These Guidelines reflect the City's application of the Ordinance and provide detail on how property owners, hosts and hosting platforms can comply with the requirements of the Ordinance during the term of the pilot program.

These guidelines apply to the 15-month pilot program which will begin at a date to be named within 60 days from the lifting of Los Angeles County Health Officer's order issued on June 12, 2020, that prohibits home sharing.

# PART 2—REGISTRATION AND PERMITS

## ELIGIBILITY REQUIREMENTS

Single family homes that are owner occupied and are the primary residence of the owner are eligible for home sharing. Additionally, residential units that are the primary residence of the property owner on two-family and multi-family properties are also eligible locations for short-term home sharing in El Segundo.

The Director of Planning, Building and Safety has discretion to allow structures that are not attached to a single family residential structure and contain no kitchen facilities, but have building permits and comply with the Building Code for being a habitable bedroom, to be eligible for STHSR permits. The person renting such a structure must allow the renter access to all common areas in the home, including a bathroom and the kitchen.

## PERMITTING PROCESS

A prospective host must obtain from the City both a business license and a STHSR permit, which are applied for together. Applications will be received at any time after the program implementation date, but all permits will expire at the end of the pilot program regardless of when the application is made.

To apply for a STHSR permit, an applicant can find all the necessary forms online at [elsegundo.org](http://elsegundo.org), or at City Hall. Application for a STHSR permit and the supporting documents (including the required business license) must be submitted to the Business License Division via email at [taxinquiries@elsegundo.org](mailto:taxinquiries@elsegundo.org). Additional documents to establish proof of ownership and residency are required and explained in this document.

## ESTABLISHING OWNERSHIP AND PRIMARY RESIDENCY

Two important initial steps in the application process are establishing property ownership and permanent residency. The STHSR Permit Pilot Program Ordinance requires that home sharing be conducted only on a property owner's primary residence. Renters are not eligible for this program.

If the property ownership is held in a family trust, then at least one of the trustees must reside at the property as their principal residence and be the applicant to be eligible. Any property held by a Partnership, LLC, or other entity may be eligible if one of the owners or members resides at the property as their primary residence.

STHSR Permits are not transferrable to new owners nor to other properties. In the event of a sale, or if the property ceases to be the primary residence, the permit becomes void.

As part of the application process, a prospective host must provide a copy of at least one document that identifies the full name or names of the applicant as owner and the address or tax assessor identification number of the property. Below are examples of documents that are acceptable proof of property ownership:

- Recent property tax bill
- Recent mortgage statement
- Title report

To establish primary residency an applicant must associate their property as the place which is the base of their personal life activities. This is accomplished by providing two of the following documents when submitting the application:

- Valid federal or state-issued photo identification card with name and address that match name and address on application
- Passport or Alien Registration Card with name and address that match name and address on application
- Valid California voter's registration card or a voter registration status document showing name and home address (may be obtained online at [voterstatus.sos.ca.gov](http://voterstatus.sos.ca.gov))
- Valid California vehicle registration certificate showing name and home address
- Health insurance or vehicle insurance bill issued in the last six months showing name and home address
- Pay stub issued in the last six months showing name and home address

- Original utility bill issued from City of El Segundo Water Division, Southern California Gas, or Southern California Edison. Cable, cell phone, or internet provider bills do not qualify.
- Copy of a current property tax bill indicating homeowner's exemption

## OTHER INFORMATION GATHERED

After establishing property ownership and primary residency, the application process focuses on ensuring that applicants are aware of the responsibilities of hosts in the program and what activities are not allowed.

The first of these is an affidavit sheet, an example of which can be found in the appendix right after the STHSR Permit. On the Sheet the applicant is asked to sign an affidavit stating the following:

The applicant is the owner of the property and will reside in the unit to be used for Home-Sharing for at least 183 nights per calendar year

## INSURANCE REQUIREMENT

Hosts must also include proof of liability insurance to cover home-sharing with minimum limits of not less than \$1,000,000. This requirement may be satisfied if the Host lists only on Hosting Platforms that provide the Host with this level of insurance. In such a case, the Host must provide the City with a copy of the agreement between the Host and the Hosting Platform that evidences the requisite insurance coverage.

## BUSINESS LICENSE

In addition to the STHSR permit application and affidavits mentioned above, as well as the various supporting documents to establish property ownership, primary residency, and insurance coverage, a business tax registration application (business license) is required. Application for the business tax registration must also be submitted when applying for a STHSR permit. It's important to note that the business license is only valid during a given calendar year, and expires on December 31<sup>st</sup> of the year in which the business license is issued. The applicant is responsible for renewing a business license for the following year.

## TRANSIENT OCCUPANCY TAX (TOT) REGISTRATION

Unless the applicant has the hosting platform they use collect and remit all TOT on their behalf, the applicant must be registered to pay TOT with the City's Business License Division. Regardless of whether a host utilizes a hosting platform that offers to collect and remit TOT on their behalf, the host is ultimately responsible for the, collection and monthly remittance of TOT to the City.

## PART 3—HOST RESPONSIBILITIES

The host is personally responsible for complying with the rules and requirements contained in these guidelines.

### ADVERTISEMENTS

All listings and advertisements must clearly list the City-issued registration number and include the maximum occupancy of the home share unit, which will be shown on the permit. In the event a host's permit is revoked, the host must remove all listings within 24 hours.

### RESPONSIBLE FOR VIOLATIONS

A host is responsible for preventing violations of the Home Share Ordinance, or of Chapters 1, 2, 12, or 13 of Title 7 of the ESMC, arising at the host's residence during home sharing activities.

### PRESERVE RECORDS

The Host shall keep and preserve, for a minimum period of three years, all records regarding each Home-Sharing stay, including the length of stay for each booking and the corresponding rate charged.

### TRANSIENT OCCUPANCY TAX

The host shall maintain a valid transient occupancy registration and must ensure the timely remittance of all transient occupancy taxes due in accordance with ESMC Title 3, Chapter 4.

## PART 4—OPERATIONS

As part of the application process, all applicants must acknowledge these operational guidelines. Once permitted, it is the responsibility of the host to ensure these measures are taken or are maintained in order to remain in good standing with the program.

- Only habitable space designated for sleeping may be used for home sharing.
- A home sharing unit is for overnight lodging accommodations only and may not be used for, or advertised for use for weddings, parties, bachelor or bachelorette parties, conferences, or similar events.
- An accessory dwelling unit may not be used for short-term rental.
- The home sharing unit must at all times provide operable basic health and safety features, including fire extinguishers, smoke detectors, and carbon monoxide detectors.
- The property of the home sharing unit shall be maintained in a clean and sanitary condition. Trash and refuse shall not be left outdoors and shall not be left stored within public view, except in proper containers for the purpose of collection by the trash collectors.
- At no time during a home sharing stay may the total number of rental guests and invitees of such guests on the subject parcel exceed six, excluding children.
- The total occupancy of each home sharing unit may not exceed two adult guests for each bedroom available for home sharing. The applicable maximum occupancy must be included in every advertisement, posting, and listing for a home sharing unit.
- The home sharing permit number must be included in every listing for a home sharing unit.

- Parking must be provided at a ratio of not less than one space per bedroom in the residence and must be available for use by the rental guest. Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each space measures at least 9 by 20 feet and does not extend into the sidewalk or alley.
- No signs or displays advertising a home sharing unit are allowed on the property.
- The owner must maintain a transient occupancy registration certificate and must ensure the timely remittance of all transient occupancy taxes due in accordance with Title 3, Chapter 4 of the ESMC.
- The short-term rental of any space for the purpose of storing personal property for compensation is prohibited in all residential zones.

## PART 5—PILOT PROGRAM TERMINATION

All STHSR permits issued during the pilot period will be valid for the duration of the pilot period, provided the permit is not revoked. The pilot program will run for a period of 15 months unless terminated early by the City Council. All permits expire on the day the pilot program ends, regardless of when a permit is issued. STHSR permits issued during the pilot period do not automatically renew.

It is important to note that the associated business license is only valid during a given calendar year, and expires on December 31<sup>st</sup> of the year in which the business license is issued. The applicant is responsible for renewing a business license for the following year.

If a host no longer resides in the residence used for home sharing or is no longer the property owner, the host must inform the City's Licensing Division at [taxinquiries@elsegundo.org](mailto:taxinquiries@elsegundo.org) within 15 days from the date when the unit was sold or no longer the owner's Primary Residence, and must remove all listings.

## PART 6—PROHIBITIONS

The following activities are prohibited and considered violations that may result in citation or revocation of the permit.

- Making materially false statements or omissions on the STHSR permit application or in connection with any enforcement action by the city relating to home sharing
- Advertising without registration number and maximum occupancy
- Operating a home share without a valid home-sharing permit and business license
- Exceeding occupancy limits
- Hosting more than one home sharing unit
- Renting a home share without living on-site during the rental period
- Renting a unit that is not your primary residence
- Renting an accessory dwelling unit (ADU)
- Offering home share in areas outside the residence
- Failing to ensure that basic health and safety features are provided
- Failing to actively prevent nuisances
- Failing to maintain adequate liability insurance
- Using the permit for uses other than for overnight lodging
- Failing to collect and remit TOT

## PART 7—CITATIONS AND PERMIT REVOCATION

Any host violating any provision of the STHSR Permit Ordinance, or a hosting platform that violates its obligations stated in the STHSR Permit Ordinance, shall be subject to administrative citations and penalties pursuant to ESMC Sections 1-2A and 4-15-11.

### GENERAL REVOCATION

Violating any of the provisions of ESMC Chapter 4-15, or of Chapters 1, 2, or 13 of Title 7, or any combination thereof, shall be cause for citation of up to \$2,500 for first offence and \$5,000 for second offence. If the property upon which a Short-Term home sharing rental unit is located has been the subject of two citations that have become final during the term of the host's home-sharing permit or business license, the home-sharing permit shall be automatically revoked. In such a case, no new STHSR permit may be issued for the subject dwelling unit for the remaining period of the pilot program. The revocation shall become effective as of the date the second citation becomes final (*i.e.*, the time for administrative or judicial review has passed or final judgment of a court has been entered upholding the citation).

### LOUD OR UNRULY GATHERINGS

If the STHSR property is the site of one loud or unruly gathering in violation of ESMC Section 7-12-3 that results in the issuance of an administrative citation or criminal charge, the STHSR permit shall be automatically revoked if and when the administrative citation becomes final (*i.e.*, the time for administrative or judicial review has passed or final judgment of a court has been entered upholding the citation) or a criminal conviction is obtained.

# PART 8—HOSTING PLATFORM RESPONSIBILITY

## TRANSIENT OCCUPANCY TAXES

A hosting platform shall collect all transient occupancy taxes (TOT) applicable to bookings completed through the hosting platform unless the City and the owner enter into an agreement whereby the owner fulfills the requirements of Title 3, Chapter 4 of the El Segundo Municipal Code. Absent such agreement, the hosting platform shall be considered an agent of the owner for the purposes of TOT collections and remittance responsibilities set forth in Title 3, Chapter 4 of the El Segundo Municipal Code.

A hosting platform shall report aggregate information on the tax return form prescribed by the City, including an aggregate of gross receipts, exemptions and adjustments, and taxable receipts of all TOT collected and remitted to the City by the hosting platform. The City may audit a hosting platform on an anonymized transaction basis, but the hosting platform shall not be required to produce any personally identifiable information relating to any owner or guest or relating to any booking transaction without binding legal process served only after the City has made reasonable attempts to complete an audit of the hosting platform with respect to such users.

## MANDATORY STHSR REGISTRATION FIELD INPUT BEFORE PUBLISHING

Beginning no later than 60 days after applications for STHSR Permits are available as set forth in Section 4-15-5, a hosting platform shall include a designated field in its listing flow that requires a host to input their Short-Term rental permit number for their listing on the hosting platform.

Beginning no later than 45 days after the implementation of the hosting platform’s mandatory field, a hosting platform shall take down, on a one-time

basis, any Short-Term rental listing that does not have a STHSR Permit number as required by these Guidelines.

The Mandatory Field will be formatted in alignment with the format of the City issued STHSR permit.

## ROLLING NOTICE AND TAKEDOWNS

City-issued notice and hosting platform's takedowns of unregistered Short-Term rental listings.

Beginning no later than 45 days after effective hosting platform's takedown of Short-Term rental listings as set forth in this Part, upon written notification and documentation from the City that a Short-Term rental listing does not have a valid STHSR permit number, a hosting platform shall deactivate the Short-Term rental listing from its website within seven business days.

The City's written notification and documentation to the hosting platform to initiate the hosting platform's takedown of unregistered listings shall consist of an Excel or CSV document that provides the unlicensed Short-Term rental listing ID.

Upon written notification from the City that a deactivated Short-Term term rental unit is in compliance, the hosting platform may reactivate the Short-Term rental listing.

## DATA SHARING

The hosting platform shall provide the City a report of the total number of nights all Short-Term rental units were rented through the hosting platform each quarter. The first reporting period will begin no later than 60 days after applications are available as set forth in Section 4-15-5 of the Ordinance.

Each report shall be delivered to the Finance Department by close of business on the last day of the month of the applicable reporting quarter.

## PART 9—DATA AND PERFORMANCE METRICS

The STHSR Permit Pilot Program will create the following data for analysis.

### QUANTITATIVE DATA:

- Number of permits issued
- Total Number of nights booked
- Revenue generated by program
  - STHSR permit fees collected
  - Business Tax Collected from program
  - TOT collected from program
  - Citations, fines, and other penalties collected or pending
- Cost to administer the pilot program
  - Staff costs, by category (administrative, enforcement, etc.)
  - Consultant cost
  - Legal costs (if any)
- Number of complaints received, by type
  - Percent of complaints attributable to units with permit
- Number of permits revoked
- Number of short-term rental properties discovered without permits
  - Number which are whole house rentals
  - Number which, after receiving notice, applied for STHSR permit
  - Number which, after receiving notice, repeated violation
  - Number which, after repeat citations are being prosecuted

### SPATIAL DATA, (presented as heat maps):

- Distribution of permits
- Distribution of nights booked
- Distribution of unpermitted short-term rentals
- Distribution of citations

## PERFORMANCE METRICS

To measure the success of the pilot program and its usefulness as a precedent for a permanent future program, four metrics should be derived from the data and analyzed.

### 1: PARTICIPATION IN THE PROGRAM IS HIGH

The number of STHSR permits issued should be three times greater than the number of short-term rental operators discovered without a permit during the pilot program.

### 2: WARNING LETTERS RESULT IN NEW APPLICATIONS OR STOPPING ILLEGAL RENTAL ACTIVITY

The number of applications that result from a warning letter should be greater than the number of repeat offenders.

### 3: IMPACTS ARE FAIRLY DISTRIBUTED

Both STHSR permits and short-term rental citations should show a similar distribution within the city, and no neighborhood should suffer a disproportionate burden of enforcement issues compared to other neighborhoods.

### 4: COSTS ROUGHLY EQUAL REVENUE

The total cost to operate the program, excluding prosecutions, should be no more than, nor no less than, 20% of revenue the program generates.

The information revealed from these metrics will indicate if there are structural problems in the pilot program. Analysis of the other available data should help to find likely causes of the problems.

At the six month status report, additional goals and measurements may become apparent and can be added to the final report.

## PART 10—DEFINITIONS

**ACCESSORY DWELLING UNIT (ADU):** A dwelling unit as defined by State Law in Government Code Section 65582.2, or as may be defined in Section 15-1-6 of the ESMC, as amended from time to time.

**ADMINISTRATIVE GUIDELINES:** Regulations promulgated by the Director and approved by the City Council that may include, but are not limited to, application requirements, interpretations, conditions, reporting requirements, hosting platform safe harbor requirements, enforcement procedures, and disclosure requirements to implement the provisions of the Home Sharing Permit Pilot Program.

**BOOKING:** A reservation for home sharing.

**BOOKING TRANSACTION:** Any reservation or payment service provided by a person who facilitates a transaction for home sharing between a prospective transient user and a host.

**CHILD or CHILDREN:** A person or persons under the age of 13.

**DWELLING UNIT:** Any building or portion thereof that is used as a complete, independent living facility for one or more persons containing permanent provisions for living, sleeping, eating, cooking, and sanitation, as required by the California Building Code.

**HOME SHARING:** Renting, for a period of 30 consecutive days or less, of one or more bedrooms in a dwelling unit that is the primary residence of the host, while the host lives on site, in the dwelling unit, throughout the transient user's stay. Home sharing is also considered to be a Short-Term rental.

**HOME SHARING UNIT:** A dwelling unit that is made available for home sharing.

**HOST:** Any person who is an owner of a property containing the residential dwelling unit offered for use as home sharing.

**HOSTING PLATFORM:** A person or entity that participates in the transient rental business by providing booking services through which an operator may offer a transient rental unit. Hosting platforms usually, though not

necessarily, provide booking services through an online platform that allows an operator to advertise the transient rental unit through a website provided by the hosting platform and the hosting platform conducts a transaction by which potential renters arrange use and payment, whether the renter pays rent directly to the operator or to the hosting platform.

**LISTING:** A webpage or advertisement (online or otherwise) for a home-share or other overnight rented stays (including stays located at Hotels) located on a Hosting Platform or other online platform(s), including the web URL, metadata and other attributes.

**LIVES ON-SITE:** Maintains a physical presence in the dwelling unit including, without limitation, all of the following: the storing of one's clothes and other personal effects, sleeping overnight, preparing and eating meals, and engaging in other activities of the type typically engaged in by a person residing in a dwelling unit.

**OWNER:** The person, persons, or a trustee of a family trust, which holds legal or equitable title to a property used for home sharing.

**PERSON:** A natural person.

**PRIMARY RESIDENCE:** The residential unit where an owner resides for at least 183 nights per year. A host or owner can only have one primary residence.

**REGISTRATION NUMBER:** A unique identification number provided by the City through issuance of a Short-Term Home Sharing Rental Permit that is associated with a completed and approved Short-Term Home Sharing Rental Permit application. The number may be used only by the authorized Host for the valid registered unit.

**SHORT-TERM RENTAL:** The rental of any portion of a dwelling unit for occupancy, dwelling, lodging or sleeping purposes for a period of 30 consecutive calendar days or less.

**SHORT-TERM RENTAL UNIT:** A portion of a dwelling unit that is made available for home sharing or Short-Term rental. A Short-Term rental unit has historically been, and continues to be, included in the definition of "hotel" for purposes of Title 3, Chapter 4 of the ESMC.

# PART 11—HOME-SHARING RESOURCES

Short-Term Home Sharing Rental Permit Pilot Program Ordinance  
{Insert link here to “Short-Term Home Sharing Rental Permit Pilot Program” page}

Transient occupancy tax information  
[elsegundo.org/government/departments/finance/business-services/transient-occupancy-tax-tot](https://elsegundo.org/government/departments/finance/business-services/transient-occupancy-tax-tot)

Water billing information  
[elsegundo.org/government/departments/finance/business-services/water-billing](https://elsegundo.org/government/departments/finance/business-services/water-billing)

El Segundo Municipal Code  
[https://codelibrary.amlegal.com/codes/elsegundoca/latest/elsegundo\\_ca/0-0-0-1](https://codelibrary.amlegal.com/codes/elsegundoca/latest/elsegundo_ca/0-0-0-1)

# APPENDIX A

## FORMS

The following forms and handouts are needed by a prospective host to apply for a STHSR permit during the pilot program. These forms are available online and can be filled out prior to printing and being brought to City Hall to start the application process.

- Short-Term Rental Home Sharing Permit Application
- STHSR Affidavit
- Business Tax Registration Application
- Transient Occupancy Tax Information Handout
- STHSR Permit Summary of Fees



# City of El Segundo

**DRAFT**

## Application for Short-Term Home Sharing Rental Permit

<b>PROPERTY OWNER INFORMATION</b>		
Owner's Name:		
Owner's Address:		
Phone No.:	24-Hour Emergency Phone No.:	
<b>PROPERTY INFORMATION</b>		
Total Bedrooms in the House:		No. of Bedrooms to be used for Home Sharing:
No. of Garage Parking Spaces:	No. of Driveway Parking Spaces:	Total Parking Spaces On Site:
Description of Home Sharing Accommodations:		
Websites and Name of Platforms where Home Sharing will be listed:		
<p>In connection with my request for a Short-Term Home Sharing Rental Permit at the above address, I hereby agree to the following conditions:</p> <ol style="list-style-type: none"> <li>1. This Short-term Home Sharing Rental Permit is valid during the pilot period established by Ordinance No. 1614, which will expire on _____, unless terminated by the city prior to that date.</li> <li>2. No Short-term Home Sharing Rental Permit may be issued for a dwelling unit that does not serve as the property owner's primary residence. A host can only have one primary residence, and must reside on-site of the home share unit.</li> <li>3. Parking must be provided on-site at a ratio of not less than one parking space per bedroom in the main residence/unit on the parcel and must be available for use by the short term rental guest(s). Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each tandem space measures at least 9 feet by 20 feet and does not extend into any sidewalk or other public right-of-way. If any of the required parking is provided in a garage, each garage space must be kept clear of debris and able to accommodate a vehicle at all times.</li> <li>4. The home sharing unit must at all times provide operable basic health and safety features, including fire extinguishers, smoke detectors, and carbon monoxide detectors.</li> <li>5. The property of the home sharing unit shall be maintained in a clean and sanitary condition. Trash and refuse shall not be left outdoors and shall not be left stored within public view, except in proper containers for the purpose of collection by the trash collectors.</li> <li>6. No signs or displays advertising a home sharing unit are allowed on the subject property.</li> <li>7. The owner must maintain a transient occupancy registration certificate and must ensure the timely remittance of all transient occupancy taxes due in accordance with Title 3, Chapter 4 of this Code.</li> <li>8. A home sharing unit is for overnight lodging accommodations only and may not be used for, or advertised for use for weddings, parties, bachelor or bachelorette parties, conferences, or similar events. The owner is responsible for the content of all advertising with respect to the home sharing unit. At no time during a home sharing stay may the total number of rental guests and invitees of such guests on the subject parcel exceed 6, excluding children.</li> </ol>		
Continued on reverse		

9. The total occupancy of each home sharing unit may not exceed two adult guests for each bedroom available for home sharing. The applicable maximum occupancy must be included in every advertisement, posting, and listing for a home sharing unit.
10. The Short-term Home Sharing Rental Permit number must be included in every advertisement, posting, and listing for a home sharing unit.
11. An accessory dwelling unit may not be used for short-term rental.
12. The short-term rental of space within any dwelling unit or garage for the purpose of storing personal property for compensation is prohibited in all residential zones.

I hereby agree that the permit to conduct the short-term home share unit at the above address is granted subject to these conditions; that I will operate the short-term home share rental unit in accordance with Municipal Code Chapter 4-15; and, that this permit may be revoked for failure to observe any of these conditions or provisions as outlined in Municipal Code Chapter 4-15. I declare under penalty of perjury that all information provided on this application is true and correct, that the property is obeying all Federal, State and Local laws, and that I am the owner of the property where the short-term home share unit is located.

I agree to indemnify and hold harmless the City of El Segundo, its officials, officers, employees and agents, from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, arising out of or in connection with the short-term rental of any portion of my property. This indemnification/hold harmless obligation will survive the expiration or termination of this Permit and the expiration or termination of the City's short-term home sharing rental permit pilot program.

**DRAFT**

Owner's Signature

Printed Name

Date

# AFFIDAVIT

I, \_\_\_\_\_, declare and state as follows:

The dwelling unit at \_\_\_\_\_, in El Segundo, California, is my primary residence, meaning that I reside at said property at least 183 nights per year. I agree to live on site at the dwelling unit throughout the stay of any transient user that is renting any portion of the dwelling unit.

I understand, acknowledge, and agree that the Short-Term Home Sharing Rental Permit pilot program is temporary in nature and that I will not acquire, or claim, any vested right to the continued use of any portion of the dwelling unit for short-term home sharing after the pilot program ends.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_



# City of El Segundo

Finance Department  
 350 Main Street, El Segundo, CA 90245  
 (310) 524-2317

TaxInquiries@elsegundo.org  
**BUSINESS TAX REGISTRATION APPLICATION**

Please review the instructions on the reverse.

**NOTE:** The issuance of a business tax certificate reflects that the business tax has been paid. It is not a certification that the use listed on the application is allowed at the address recorded on business tax certificate. Please verify with the Planning/Building & Safety Department that the proposed use is allowed on the property.

PLEASE TYPE OR PRINT CLEARLY

ACCOUNT NUMBER

**Application Type** New Application  Business Name/Address Change  Ownership Change  Application Update   
**Business Type** Corporation  Partnership  Sole Proprietor  LLC  LP  Other(Specify):

Business Name		Telephone	FAX
Business Address <small>(cannot be PO Box or Postal Mail Box per California B&amp;P Code Section 17538.5)</small>			
Number & Street		Suite/Apt #	City Zip
Mailing Address			
Name		Telephone	E-mail
Business License Contact			
Start Date in El Segundo		Website	
NAIC	Number of Employees		Business Square Footage
FEIN or SSN	SEIN		Sales Tax (Seller's Permit)
Full Description of Business Activity in El Segundo			

**List Corporate Officer, Owner or Partner Information**

Officer, Owner or Partner Name	Title	Home Address/ City/ State/ Zip Code	Home Telephone
1.			
2.			
3.			

**Emergency Contact Information** (Police and Fire Department Emergency Use)

Local Contact	Full Local Address	Home Telephone
1.		

**Additional Information**

Landlord Name	Contact Person
Landlord Address	Landlord Telephone
Does your Business Plan to install/operate an Alarm System? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please contact the Police Department for permit requirements) Tobacco Sales? Yes <input type="checkbox"/> No <input type="checkbox"/> BOE license # _____ Alcohol Served? Yes <input type="checkbox"/> No <input type="checkbox"/> ABC License # _____ Will there be Entertainment or Dancing? Yes <input type="checkbox"/> No <input type="checkbox"/> (both require an entertainment permit application, contact the Planning Department)	

I hereby certify, under penalty of perjury, that I am authorized to complete this form and the above information is true and correct. I have consulted the Planning Department and verified the business activity stated on this application complies with City regulations.

Applicant's Signature	Title	Date	Print Applicant's Name
-----------------------	-------	------	------------------------

Received/Notes:	Building/Planning Review	Business Tax (3301) \$ _____
		Penalties/Interest (3306) \$ _____
		State Mandated AB1379 fee* \$ <b>4.00</b>
		Total Due \$ _____

# Transient Occupancy Tax (TOT)

El Segundo has contracted with The HdL Companies to provide business-friendly assistance with filing and paying Transient Occupancy Taxes. The HdL Support Center can assist you with any aspect of transient occupancy tax, including return filing, payment, compliance and general support for your tax filing needs. Call toll free for TOT Support: 310-341-2571.

Please note:

- Any person who occupies or is entitled to occupancy for 30 days or less is defined as a transient
- If your property is located within the City of El Segundo and is rented to transient occupants for 30 calendar days or less, you must register, collect and remit the TOT to the City of El Segundo
- Our TOT, applicable to all properties rented to transients, is currently 12 percent.

Transient occupancy tax returns may be submitted online or by U.S. mail.

To file online, go the [elsegundo.hdlgov.com/](https://elsegundo.hdlgov.com/) and follow the steps below:

- Select Start Now to begin.
- Select Renew to file your return.
- Attach a copy of your completed TOT return and exemption form.

Payments can also be made by electronic check. There are no additional fees for electronic check (e-Check) payments.

To file by mail, down the form at [elsegundo.hdlgov.com/](https://elsegundo.hdlgov.com/) mail to:

City of El Segundo  
TOT Processing Center  
8839 N Cedar Ave. #212  
Fresno, CA 93720

Please make checks payable to the City of El Segundo.

SUMMARY OF FEES

STHSR Permit Application Fee	\$tbd
Business Tax Registration Application Fee	<u>\$tbd</u>
TOTAL	\$tbd

# APPENDIX B

## APPLICATION CHECKLIST

- STHSR Permit Application Form
- Proof of property ownership (at least one of following)
  - Recent property tax bill
  - Recent mortgage statement
  - Title report
- Proof of primary residency (at least two of following)
  - A valid federal or state-issued photo ID
  - Passport or Alien Registration Card
  - Valid California voter's registration card
  - Valid California vehicle registration certificate
  - Health insurance or vehicle insurance bill
  - Pay stub issued in the last six months
  - Current property tax bill with homeowner's exemption
  - Original bill from El Segundo Water, Gas Company, or SCE
- Proof of insurance
- Affidavit page
- Business Tax Registration Application
- Check or credit card for fees