

SHORT-TERM RENTALS (STR) CHECKLIST AND FAQ SHEET

Beginning July 1, 2019, property owners who use their property for short-term rentals or STRs are required to register their STR with the City. This document is intended to guide you through the process of registering your STR property, provide a checklist to ensure all steps have been followed, and answer some of the most common questions.

FREQUENTLY ASKED QUESTIONS

What is a Short-Term Rental (STR)? An STR is the rental of any room or rooms, or portions thereof, in any residential dwelling unit for residing, sleeping, or lodging purposes for thirty (30) or fewer consecutive calendar days.

Who can operate an STR? Any person who is the owner of record of residential real property or the lessee of residential real property pursuant to a written agreement for the lease of such real property, who offers that dwelling unit, or a portion thereof, for short-term rental either through a hosting platform or individually.

May I use my Accessory Dwelling Unit (ADU) for STRs? Yes, you may use your permitted ADU for STRs. If you are present on-site in the other dwelling unit during the rental, the rental is considered hosted.

Are STRs subject to the Community Stabilization Fair Rent Act (CSFRA)? By definition, STRs are rentals of thirty (30) or fewer days. Such rentals are not subject to the CSFRA.

What City approvals are needed to operate an STR? The STR Registration, Business License, including Self-Certification Affidavit Form, Transient Occupancy Tax (TOT) registration, and ongoing, quarterly self-reporting and payment of TOT to the City.

What is Transient Occupancy Tax (TOT)? The City imposes a tax in the amount of 10% of the amount of rent charged for occupying a hotel or short-term rental to offset the impacts visitors have on City resources and infrastructure during their stay. More information at MountainView.gov/TOT.

How many guests may stay in my STR? Per the California Building Code, Chapter 3, Section 310.5—Use and Occupancy Classifications, STRs are considered congregate residences and must have ten (10) or fewer occupants.

Where can I get more information, download required forms, register my STR, and learn about operations standards?

Visit the City website at MountainView.gov/STR.

CHECKLIST TO REGISTER YOUR STR

Get a business license with forms available at MountainView.gov/STR.

Complete the business license application form.

Complete the self-certification affidavit form.

Complete the TOT Registration form available at MountainView.gov/TOT.

Submit **all three forms** to the City:

In person to the Finance and Administrative Services Department located on the Second Floor of City Hall (500 Castro Street, Mountain View) during business hours from Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

OR

Mail the completed forms to:

City of Mountain View, Finance and Administrative Services Department, Attn: Short-Term Rentals, 500 Castro Street, P.O. Box 7540, Mountain View, CA 94039-7540.

OR

Email the completed forms to:

businesslicense@mountainview.gov.

Wait four (4) to five (5) business days for the Finance and Administrative Services Department to process and provide a business license number.

Submit an STR Registration Application online by visiting MountainView.gov/STR and clicking on the STR Registration Portal link under “Registration.”

You will be required to upload a copy of your business license or the exemption letter, as applicable, in order to complete the registration.

After registration, you will be directed to make a fee payment based on the information that you reported. The current fee schedule is available at MountainView.gov/STR.

ONGOING EACH QUARTER: Complete a Transient Occupancy Tax (TOT) Return and mail it with your payment to:

City of Mountain View, Finance and Administrative Services Department, Attn: Short-Term Rentals, 500 Castro Street, P.O. Box 7540, Mountain View, California, 94039-7540.

OR

Bring it in person to the Finance and Administrative Services Department located on the Second Floor of City Hall (500 Castro Street, Mountain View) during business hours from Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

If no payment is owed for the quarter, email your completed TOT Return to businesslicense@mountainview.gov.