



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Home Sharing Permit/Renewal Application and Acknowledgement

1. Host / Owner Information

Property Owner Name: _____ Phone No.: _____

Host Name: _____ Phone No.: _____

Host Mailing Address: _____ Email Address: _____

Please check off the box that applies to you:

- ☐ I have been the Property Owner for a minimum of one year and live on the premises as my primary residence.
- ☐ I have been the Property Owner for a minimum of one year who does not live on the premises but have a Qualifying Tenant and a lease that allows me to home share the residence.
- ☐ I am a Qualifying Tenant and the lease allows me to home share the residence.

2. Property Information

Home Sharing Rental Property Address: _____

Unit Type (circle one): Single-Family Home Condo/Townhouse/Duplex/Apartment

Total Number of bedrooms: ____ Number of bedrooms utilized for home sharing rental: _____

Total on-site parking spaces available: _____ Garage parking spaces: _____

Driveway parking spaces: _____

3. Local 24/7 Emergency Contact Information

Contact Name: _____ Phone No.: _____

Contact Address: _____

Contact E-mail Address: _____

4. Hosting Platform Information

Hosting Website: _____

Hosting Website: _____

APPLICANT ACKNOWLEDGMENT

_____(Initial) I acknowledge that if issued, the home sharing permit is only valid for a maximum period of five years and subject to renewals which may be through a lottery system if there are more than 100 applicants.

_____(Initial) I acknowledge that the home sharing permit does not create a vested right, is nontransferable, does not run with the land, and may not necessarily be renewed for successive five-year periods.

_____(Initial) I acknowledge that if approved for this permit, within 45 days I must provide the city with the following:

- Evidence that I have applied for or obtained a business license for operating a home sharing rental.
- Evidence that I have applied for or obtained a transient occupancy registration certificate for the home sharing rental.
- Proof of general liability insurance in the amount of one million dollars combined single limit. This may be satisfied by an agreement with a hosting platform if the hosting platform(s) provides this level and insurance if the property is not listed in any other manner.

_____(Initial) I acknowledge that any and all use of the property for home sharing rental purposes shall cease upon the expiration, suspension or revocation of the Home Sharing Permit.

_____(Initial) I have read all rules and regulations pertaining to the operation of a home sharing rental, including Municipal Code Chapter 5.76 and the Administrative Guidelines and will abide by such rules and regulations regardless of whether they are specifically set forth in this agreement.

If you are the property owner who will live on site or qualifying tenant living on site, you hereby acknowledge the following:

_____(Initial) This is my primary residence, meaning I reside there for at least 183 nights per year.

_____(Initial) I understand that I must reside in the home during all times the property is being occupied by a guest.

Print Name _____ Date _____

Signature _____

BURDEN OF PROOF IS ON THE APPLICANT

Community Development Department Staff will assist anyone who desires to file an application with the City. Such assistance, however, must not be interpreted as encouragement to the applicant regarding the outcome. The burden of proof is upon the Applicant to justify findings required for the approval in this matter.. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me. I further understand and agree that the application shall not be deemed complete until such time that all materials required for application have been submitted in proper and accurate form with the Community Development Department.

Name:	Signature:	Date:
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SUBMITTAL REQUIREMENTS CHECKLIST

- ☐ Application Fee.
- ☐ Home Sharing Rental Permit (HSR) Application and Acknowledgment Form (only one application is required per property regardless of the number of HSR).
- ☐ Site Plan: showing all improvements on the entire property on which the home sharing unit(s) is/are located, including number and location of designated on-site parking spaces available (including garage parking) for use by renter(s), and storage location of trash containers.
- ☐ Floor Plans (one per unit): labeling all interior rooms and the location of all bedrooms for home sharing. Include the number of beds (including sofa beds, inflatable mattresses, roll-a-way beds, hide-a-beds, and the like) to be rented as part of the home sharing rental, the dimensions of the of the bedrooms for home sharing, and all windows and exterior doors.
- ☐ Proof of Ownership for at least one year (to be established by providing a copy of at least one document that identifies the full name or names of the applicant as owner and the address of the property such as a property tax bill, mortgage statement, or title report)
- ☐ If applicable, proof that a qualifying tenant has resided at the residence for a minimum of one year.
- ☐ Proof of Primary Residency (to be established by providing two documents which associate the property as the place of the applicant's personal life activities, such as valid federal or state-issued photo identification, passport, alien registration card, valid California voter registration card or status document, vehicle registration, health or vehicle insurance certificates/bills, pay stubs with name and address, utility bills)
- ☐ Copy of lease if not owner's Primary Residence

PROPERTY OWNER AUTHORIZATION

Names/signatures of all persons having an interest in the property whose consent is required to authorize filing of this application:

Name:	Signature:	Date:
Name:	Signature:	Date:

ACKNOWLEDGEMENT

State of California

County of _____)

On _____ before me, _____, Notary Public,

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(Seal)

QUALIFYING TENANT AUTHORIZATION

Names/signatures of all qualifying tenants, as defined in Chapter 5.76 of the Gardena Municipal Code:

Name:	Signature:	Date:
Name:	Signature:	Date:

ACKNOWLEDGEMENT

State of California

County of _____)

On _____ before me, _____, Notary Public,

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(Seal)



SITE PLAN

Community Development
Department

1700 West 162nd Street
Gardena, CA 90247-3778

(310) 217-9524

homessharing@cityofgardena.org

www.cityofgardena.org

Please draw a site plan in the space provided below, or on a separate sheet attached to this form, showing all improvements on the entire property on which the home-sharing rental unit(s) is/are located, number and location of designated on-site parking spaces available (including garage parking) for use by renter(s), and storage location of trash containers.

Address:

Permit number:

Date:



FLOOR PLAN

Community Development
Department

1700 West 162nd Street
Gardena, CA 90247-3778

(310) 217-9524

homessharing@cityofgardena.org

www.cityofgardena.org

Please draw a floor plan in the space provided below, or on a separate sheet attached to this form, labeling all interior rooms and the location of all bedrooms for home sharing. Include the number of beds (including sofa beds, inflatable mattresses, roll-a-way beds, hide-a-beds, and the like) to be rented as part of the home sharing rental, the dimensions of the of the bedrooms for home sharing, and all windows and exterior doors.

Address:

Permit number:

Date: