



Short Term Rental Owner/Agent Duties

The owner of a short-term rental or a short-term rental agent must acknowledge and agree to the listed duties below.

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| 1. Be available to resolve any issues that may arise from the use of the short-term rental unit. |
| 2. Display all emergency contact phone number(s) in an easily visible place in the short-term rental unit. |
| 3. Receive and accept service of any notice of violation related to the use or occupancy of the premises. |
| 4. Monitor the short-term rental unit for compliance |
| 5. List the short-term rental license number on each online listing. |

Definitions (Section 20-1003)

Short-term rental: An accommodation where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days.

Short-term rental agent: A person or organization designated by the owner or long-term tenant of a short-term rental on the short-term rental license application. Such a person shall be always available for and responsive to communication.

Short-term rental guests: Guests, tourists, lessees, vacationers, or any other person(s) who, in exchange for compensation, occupy a dwelling unit for lodging for a period of time not to exceed 30 consecutive days.

Short-term rental owner: The owner of record of the property.

Short-term rental license: The license issued by the Department of City Planning to owners or designated agents of short-term rental units who have submitted the required documentation and met the requirements set forth in this Chapter, for the operation of a short-term rental unit.