



# SHORT-TERM RESIDENTIAL RENTAL REGISTRATION RENEWAL



**Please Note:** This application is only to be used by those who currently possess a valid short-term rental certificate and are seeking to renew their certificate for an additional two-year period. By reapplying with this short form, you are attesting that all information submitted with your initial application is still valid and no changes in residency status have occurred. Your registration for the next certificate period of two years will not be considered complete until you receive a response from the Office of Short-Term Rentals. If any of your information **has** changed, or if you are no longer hosting short-term rentals, please contact the OSTR for more information.

1650 MISSION ST.  
SUITE 400  
SAN FRANCISCO, CA  
94103-2479

WEBSITE:  
[HTTPS://SHORTTERMRENTALS.SFGOV.ORG](https://shorttermrentals.sfgov.org)  
INQUIRIES:  
415.558.6378  
SHORTTERMRENTALS@  
SFGOV.ORG

To submit this application please drop off (during normal business hours) **or** mail this form with an original signature along with a check made out to "The San Francisco Planning Department" for \$250.00 to:

**Office of Short-Term Rentals C/O: Renewals**  
**1650 Mission Street, Suite 400**  
**San Francisco, CA 94103**

## Applicant Information

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Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Address ( including Unit # ): \_\_\_\_\_

Zip Code: \_\_\_\_\_

Lot/Block: \_\_\_\_\_

Current Registration Number: STR- \_\_\_\_\_

Date of Initial Issuance (located on your certificate): \_\_\_\_\_

### AFFIDAVIT

I authorize, under penalty of perjury, that the information contained in this application and all documents tenured in connection with my originally submitted application are accurate and complete. I certify that I have reviewed Chapter 41A of the Administrative Code (the Residential Unit Conversion and Demolition Ordinance) and the Planning Code, and its limitations, conditions and stipulations, and found nothing that would preclude the continued use of my property as a short-term residential rental, including verifying that I have no known City code violations. Furthermore, I certify that I will continue to comply with all limitations, conditions and stipulations of the Short-Term Residential Rental Ordinance including but not limited to: Residing in the registered unit for no less than 275 nights of any given calendar year; maintaining records for two years which demonstrate compliance with the Short-Term Residential Rental Ordinance; paying all applicable taxes; maintaining a valid business registration certificate; maintaining adequate liability insurance coverage; posting the issued registration number on all listings; remaining in compliance with all applicable City codes; posting clearly printed signs inside the front door of the unit that provide information regarding the location of all fire extinguishers in the unit and building, gas shut off valves, fire exits and pull fire alarms; and, reporting quarterly to the Office of Short-Term Rentals, the number of nights the residential unit has been rented as a short-term residential rental. Additionally, if my unit is rent controlled, I certify that I will adhere to the rent limitations set forth by Section 37.3 of the San Francisco Rent Ordinance. I understand that failure to comply with any of the above listed conditions, in addition to those set forth in the Short-Term Residential Rental Ordinance, will be cause for enforcement action by the Office of Short-Term Rentals, resulting in the accrual of fines and penalties and/or prohibition from the Short-Term Residential Rental Registry.

Sign Here Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_